

HAWLEY CITY COUNCIL AGENDA
MONDAY, OCTOBER 12, 2020
5:30 P.M. – COUNCIL CHAMBERS

- 5:30** 1. Call to Order
-Covid-19 & Statement to hold electronic/telephonic meeting – if needed.
2. Citizen Comments
-Please limit comments to 3 minutes per person. Items brought before the Council here shall be referred to the appropriate committee for consideration. No Council action or discussion will be held on these items.
3. Amendments to Agenda
4. Committee & Staff Reports:
- Public Safety – (Joy)
 - EDA/EDA Advisors – (Joy)**
 - LMC Regional Mtg DL Update
 - Personnel Committee Update – (Joy)
 - Airport Commission – (Joy)
 - Public Utilities Commission – (Joy)
 - Development/Water – (Joy)**
 - Nelson Annexation Status Update – Attorney Baer
 - Application for Variance(s)
 - Minor Subdivision Application – Res 20-38 (M)
 - Res 20-39 Street Dedication – (M)
 - Assign New Addresses (effective after elections or when recorded, whichever is later) (M)
 - Government Services – (Eldred)**
 - Res 20-37 Declaring Adequacy of Petition & Ordering Report – Lake Agassiz Ed Coop (M)
 - Approve that Lake Agassiz Petition replaces need for Developers Agreement for Infrastructure Installation (M)
 - Engineers Updates – Hajicek & Berube
 - Feasibility Reports:
 - Elizabeth Street (wtr/swr/st)
 - Res 20-40 Accepting Report & Calling for Hearing (M)
 - School Wtr Service Line
 - Res 20-41 Accepting Report & Calling for Hearing (M)
 - School Drop Off Loop
 - Res 20-42 Accepting Report & Calling for Hearing (M)
 - O'Donnell & CSAH 31 Storm Water Overflow
 - Res 20-43 Accepting Report & Calling for Hearing (M)
 - Lake Agassiz Ed Coop Infrastructure Installation W/I Reno St
 - Res 20-44 Accepting Report & Calling for Hearing (M)
 - Timeline on Phase 3 & these 5 Petitioned Projects
 - 11-1-2020 Council to approve Plans/Specs & Go out for bid
 - Development/Water Committee – (Eldred)
 - Personnel Committee – (Eldred)
 - EDA – (Eldred)
 - FM MetroCOG Policy Board – (Eldred)

-Public Works Update - (Gunkelman)

-Feasibility Report:

-5th Street/CSAH 33 Storm Water

-Res 20-45 Accepting Report & Calling for Hearing (M)

-Timeline on 5th Street/CSAH 33 & STRS & this 1 petitioned Project work –
bid separately from Phase 3 project

-11-1-2020 Council to approve Plans/Specs & Go out for bid

-15th Street Sealcoat Update

-Planning Commission Update – (Gunkelman)

-Approve letter sent to FM MetroCOG regarding unacceptable work on City
Zoning Ordinance & Subdivision Ordinance

-Heartland Trail Update – (Gunkelman)

-Public Safety – (Gunkelman)

-EDA/EDA Advisors – (Gunkelman)

-Park Board – (Gunkelman)

-Personnel Committee Update – (Gunkelman)

-EDA/EDA Advisors – (Mork)

-Public Safety – (Mork)

-Government Services – (Mork)

-Approve Addendum #3 to Cleaning Services Agreements City Hall & PD
with Cullens Cleaning Service to 10-31-21 at same rates

-Consider/Approve PW Equipment Quotes (M)

- Fire Hall Poor Soils Update - Change Order

-Liquor Committee – (Mork)

-Public Safety – (Mork)

-Personnel Committee Update – (Mork)

-Public Works Update - (Asleson)

-CARES Funds Update

-Res 20-46 Authorizing Necessary Expenditures

-Planning Commission Update – (Asleson)

-Liquor Committee – (Asleson)

-Personnel Committee Update – (Asleson)

-EDA – (Asleson)

5. CONSENT ITEMS. (NOTICE TO PUBLIC) All matters listed in this form are considered routine by the council and will be enacted by one (1) motion in the form listed below.

There will be no separate discussion of these items unless good cause is shown prior to the time the council votes on the motion to adopt.

- A. Minutes 9-28-20
- B. Committee of the Whole Summaries 8-10-20 & 9-28-20
- C. Fund Balance Report Sept 2020
- D. WCI Oct News – Grant Opp for licensed childcare providers
- E. GMPT Newsletter Sept 2020
- F. SBDC Newsletter Oct
- G. Oct & Nov & Dec Meeting Calendars

Suggested Action: Motion/Second. If there are no objections, the items “A” through “G” under the CONSENT ITEMS will be approved as submitted.

- 6. Bills for approval - (Eldred) (M)
- 7. Other business as may arise
- 8. Adjourn

CITY OF HAWLEY ORDINANCE SUMMARIES

This is a summary of Ordinances 281, 282, & 283 which were Adopted by the Hawley City Council on 9-14-20.

#1) Ordinance 282 Amending Zoning Chapter 10-4-7D Adding a Conditional Use in C-2 Highway Commercial Zoning District for High Density Multiple-Family Apartment Dwellings with Multiple Principal Structures on One Lot. The provisions of C-2 Highway Commercial Code Section 10-4-7D- was amended by adding new Conditional Use Permit (CUP) Section 10-4-7D8 High Density Multiple-Family apartment dwellings with multiple principal structures on one lot. This CUP section lists additional requirements for: Off-Street Parking, Lot Size, Setbacks, Maximum Building Height, Maximum Building Coverage, Vehicular Entrances, Signing, and Fire Protection.

#2) Ordinance 283 AMENDING CITY CODE CHAPTER 4 PUBLIC UTILITIES COMMISSION by Repealing section 2-4-2 and replacing it with Amended Jurisdiction: "A Public Utilities Commission is hereby established pursuant to Minn. Stat. '412.331. The following utilities shall be within the Commission's jurisdiction: the water system; the light and power system; and the gas system."

* #3) Ordinance 281 ANNEXING LAND LOCATED IN HAWLEY TOWNSHIP, CLAY COUNTY, MINNESOTA, PURSUANT TO MN STATUTES § 414.033, SUBD 2(3), PERMITTING ANNEXATION BY ORDINANCE following petition of owners Shawn & Teresa Nelson of .84 acres of Auditors Out Lot A-1 and H-1 (Parcel #13.001.1502) into the City of Hawley in the R-2 Zoning District.

Complete copies are available at City Hall or www.hawley.govoffice.com under Ordinances tab.

(October 5, 2020)

Notice of PUBLIC HEARING

Hawley City Council

Mon, Oct 26, 2020 6:00 p.m.

PD Body Worn Camera Program

Hawley City Council will hold a Public Hearing on Mon, Oct 26 2020, at 6:00 p.m. in the Council Chambers on the proposed Body Worn Camera Program. The Hawley Police Department is going to be equipping officers with body worn cameras. To be compliant with Minnesota State Law, we would like to allow the public to comment on the cameras we are purchasing as well as our policy we will be adopting for them.

The cameras and policy information can be found on the City of Hawley website at www.hawley.govoffice.com under the Public Hearings tab on the left, or at the Hawley City Hall.

All interested persons are invited to attend and/or to submit written comments prior to the public hearing.

Any written comments or questions related to the cameras or policy can be directed to Chief Joseph Backlund, PO Box 68, Hawley, MN 56549 or emailed to jbacklund@ci.hawley.mn.us

(October 5, 2020)

PLOW TRUCK FOR SALE

SEALED BID

The City of Hawley is selling by sealed bid, the following piece of equipment AS IS: 1998 International single axel plow truck with 139,900 miles and DOT inspection for 2020. It has 12' reversible plow, 9' wing plow, underbody plow, and sander.

This vehicle can be viewed in the parking lot next to the Municipal Liquor Store on Jetvig Blvd. Call to arrange an appointment to start the engine on the lot (218)483-3331. No "test" drives due to liability. Sealed bids will be accepted at City Hall, 305 6th Street, PO Box 69, Hawley until 1:00 PM October 26, 2020. The Council reserves the right to reject any or all bids. Minimum bid \$7,000.

The successful bidder will be required to pay for and transfer the title of the vehicle at the City Hall within 10 business days of the bid award.

(October 5, 2020)

MEMORANDUM 10-12-20

RE: Shawn & Teresa Nelson Applications:

Were on "hold" until Annexation completed – Annexation filed with State and now awaiting Hawley Township to cash check so we can submit proof of that to the State.

Variance to the Subdivision Ordinance to grant a Minor Subdivision Permit:

- #1 allow a 50' wide street dedication (less than the required by ordinance)
Finding - it is an existing private drive of 50' in a developed area**
- #2 donating "street" to City
-Requesting to Name newly created Street
Finding – via Zenas continuance of street should bear the same name
"Elizabeth Street"
-Requesting City pay for survey work – Ackerman Survey, Ltd \$3,257.74**
- #3 need for annexation – annexing a portion of the property owned – a full Parcel**
- #4 asking City to waive fees (subdivision \$150, variance \$200, and annexation)**

Subdivision

Consider Minor Subdivision 2 lots into 3 lots

- 1. Existing house homesite 56.900.0305**
- 2. New residential parcel with a quonset on it – buildable lot (once water & sewer mains installed) New parcel #**
- 3. Street Dedication**

Consider City Code Section 12-3-3A

#1. There is no need for public improvements as a result of the subdivision.

Finding – applicant has petitioned for installation of water & sewer mains & services – this will allow the new lot to be built upon

All Zoned R-2 Neighborhood Residential

-will assign new addressing system after November 4, 2020 (cannot change addresses prior to election)

Approve by Resolution

ZONE R-2

Fee \$200
Date Fee Paid _____

**City of Hawley
Application for Variance to the Subdivision Ordinance**

I, Shawn Nelson, whose mailing address is: P.O. Box 502, and whose telephone number is 701-826-9424, hereinafter described do hereby make application for VARIANCE(S) to the SUBDIVISION of the property hereinafter described, and give the following information required therefore, pursuant to City Code Title 12, SUBDIVISIONS, of the City of Hawley, to wit:

1. The Property that is requested to be Subdivided: (Legal Description, address, and proof of ownership)

120 Elizabeth Street East (13.001.1502), 118 Elizabeth Street East (56.900.0305),

122 Elizabeth Street East (13.001.1501)

2. This is an application for Subdivision VARIANCE for:

- Administrative Subdivision
- Minor Subdivision All properties will only have a 50' access (street is only 50' wide)
- Property Platting Sketch Plan
- Property Platting Preliminary Plat
- Property Platting Final Plat
- Other Dorming "Street" to City. City to waive F&S and also pay for Survey
Street is only 50' wide
Request to Name newly created Street.

3. On this property subdivision, what variance(s) are you requesting? Attached additional supporting information and detail for each checked item.

- Type of Subdivision
- Need for Public Improvements
- Size of required: Streets; Lots; Right-of-Ways; Easements; Storm Water Facility; Parks; Public Access to Street; Other 50' street
- Need for connect to City water/sewer infrastructure
- Need for Annexation Front portion of yard and also overbuilding lot
- Other Asking City to waive all subdivision, variance and annexation F&S
- Other Asking City to pay Assessment Survey LTP Bill of \$3512.00

4. Proposed Use and Zoning for this Property: Residential

5. Attach a copy of the proposed plan of any new buildings.

6. Please explain in detail how your Subdivision Variance constitutes practical difficulties
Roadway is 50' wide to Access 1st Street

7. Please explain in detail what special circumstances exist with your particular property which makes it different from other property or structures in the same area in regard to Subdivision of Property:

Neighboring homes would not allow street to be more than 50' wide

8. Please explain in detail how your Subdivision Variance conforms or conflicts with State Statutes, City Ordinances, and County Ordinances.

All adjacent properties will only have a 50' street

9. An official complete Subdivision Application and ~~Fees~~ must be filed with the City of Hawley to accompany this Subdivision Variance Request.
Has an application been filed? Yes Date: _____

The said proposed Subdivision will not constitute a nuisance in the Zoning District in which it is proposed to be located, and will conform to requirements of the City Code, Title 10, ZONING, of the City of Hawley, and/or Clay County Zoning Requirements if outside the City limits.

Applicant's Signature Shawn Nelson Date 5-15-20

Applicant's Signature L. P. Isaac Nelson Date 5-15-20

Note: An official decision will be made on variances within a 60-day time from that starts from the date the completed city application, all required information, and fees are submitted to the Zoning Official. If this application does not contain all information required by law or by a previously adopted rule, ordinance or policy, the Zoning Official will provide written notification within ten business days telling the applicant "what information is missing". The clock will restart on the 60-day time frame once the requested information is received by the Zoning Official.

City of Hawley
305 6th Street, P O Box 69
Hawley MN 56549
(218)483-3331

Ackerman Survey, Ltd

Steven Ackerman, President
Registered Land Surveyor North Dakota 2958
Registered Land Surveyor South Dakota 5226
Registered Land Surveyor Minnesota 17004
Certified Federal Surveyor No. 1051

8044 182 Ave SE
Wahpeton, ND 58075
Phone 701-899-4273
steve@ackermansurvey.com

DATE: April 24, 2020
INVOICE # 19979R

Bill To:
CITY OF HAWLEY
305 8TH St
Hawley, MN 56549

DESCRIPTION	AMOUNT
Job Location: Section 1, T139N, R45W, Hawley, MN (Shawn Nelson)	
Period from Sept 27, 2019 to April 24,2020	
Pre-survey research	144.00
field work	1,616.00
mileage, 2 trips	115.00
Certificates and legals	1,297.74
monuments, caps	85.00
MAKE CHECK PAYABLE TO ACKERMAN SURVEY	
TOTAL DUE	\$ 3,257.74

PAYMENT DUE UPON RECEIPT OF THIS INVOICE
A 1.5% per month late payment charge on accounts not paid within 30 days of billing.

THANK YOU FOR YOUR BUSINESS!

ZONE R-2
(annexing
0.84 acres)

Fee \$150.00
Date Pd _____

City of Hawley
Application for Minor Subdivision Permit

I, SHAWN & TERESA NELSON, whose mailing address is:
(Property owner)

PO BOX 502, HAWLEY, MN 56549, and whose telephone number is (701)866-9424,
hereinafter described do hereby make application for a Minor Subdivision of Property.

CURRENT NUMBER OF LOTS: 2 PROPOSED NEW NUMBER OF LOTS: 3

#1 This application will increase/decrease the size of the following lot(s) in the City of
(circle one)

Hawley, Clay County, Minnesota:

Owner(s) SHAWN & TERESA NELSON (Homesite 118 Elizabeth St)

Street Address 118 ELIZABETH ST E Parcel Number(s) 56.900.0305

New Legal Description:

All that part of Auditors Out Lot A-1 and H-1 of the Southwest Quarter of the Northeast Quarter and the Northwest Quarter of the Southeast Quarter of Section 1, Township 139 North, Range 45 West of the 5th Principal Meridian, City of Hawley, Clay County, Minnesota described as follows:

Commencing at the iron monument marking the northwesterly corner of Auditors Out Lot E-1 as identified in the Plat of Auditors Out Lots recorded as Document No. 134258 in the Office of the County Recorder in and for said County and State; thence on an assumed bearing of North 74°58'51" East, on and along the northerly line of said Auditors Out Lot E-1, and its easterly extension, a distance of 200.00 feet to an iron monument marking the POINT OF BEGINNING; thence South

150

01'09" East, perpendicular from the last described line, a distance of 213.60 feet to an iron monument;

thence North 74°58'51" East a distance of 190.09 feet to an iron monument;

thence North 06°42'18" East a distance of 43.87 feet to an iron monument;

thence North 12°59'08" West a distance of 53.16 feet to an iron monument;

thence North 25°34'42" West a distance of 81.31 feet to an iron monument;

thence North 500

12'31" West a distance of 36.45 feet to an Iron monument;

thence South 74°58'51" West a distance of 92.31 feet to an iron monument;

thence North 15°07'09" West a distance of 10.00 feet to an iron monument;

thence South 74°58'51" West a distance of 80.00 feet to the point of beginning, containing 0.95 acres, more or less.

Current Square Footage of Lot 1.787 ACRES New Square Footage of Lot 0.95 ACRES

Zoning Designation of lot: R-2 Current Use of the lot: RESIDENCE

Number of existing buildings on these property: Principal Bldg.(s) 1 Accessory Bldg.(s) 0

- Size of said existing building(s):

Length 80 Width 34 Use Residence

#2 This application will increase/decrease the size of the following lot(s) in the City of
(circle one)

Hawley, Clay County, Minnesota:

Owner(s) SHAWN & TERESA NELSON

(Quonset)

Street Address 120 Elizabeth St. East

Parcel Number(s) 13.001.1502

Note new at Nov 2011

New Legal Description:

All that part of Auditors Out Lot A-1 and H-1 of the Southwest Quarter of the Northeast Quarter and the Northwest Quarter of the Southeast Quarter of Section 1 , Township 139 North, Range 45 West of the 5th Principal Meridian, City of Hawley, Clay County, Minnesota described as follows: Commencing at the iron monument marking the northwesterly corner of Auditors Out Lot E-1 as identified in the Plat of Auditors Out Lots recorded as Document No. 134258 in the Office of the County Recorder in and for said County and State; thence on an assumed bearing of North 74°58'51" East, on and along the northerly line of said Auditors Out Lot E-1, a distance of 150.00 feet to an iron monument marking the northeasterly corner of said Auditors Out Lot E-1, being the POINT OF BEGINNING; thence continuing North 74 *58*51" East a distance of 50.00 feet to an iron monument; thence South 15°01'W East perpendicular from the last described line, a distance of 213.60 feet to an iron monument; thence North 74c58, 5r East a distance of 190.09 feet to an iron monument; thence North 06°42'18" East a distance of 43.87 feet to an iron monument; thence North 12059W West a distance of 53.16 feet to an iron monument; thence North 25°34, 42" West a distance of 81.31 feet to an iron monument; thence South 50°12'3r East a distance of 245.74 feet to an iron monument on the northerly right of way line of the Burlington Northern Santa Fe Railroad, said right of way line being 100 feet northerly , measured at a right angle, from the centerline of the existing main line as presently located; thence South 56°48'42" West, along said Railroad's right of way line, a distance of 146.45 feet to a point of curve; thence continuing along said curved Railroad right of way line to a point that bears South 55°17'59" West a chord distance of 261.03 feet to its intersection with the easterly line of Auditors Out Lot B-1; thence North 15a 01'09" West, along the easterly line of Auditors Out Lots B-1, C-1, D-1, and E-1, a distance of 374.20 feet (record = 373.31 feet) to the point of beginning, containing 1.26 acres, more or less.

Current Square Footage of Lot 864448 ACRES New Square Footage of Lot 1.26 ACRES

Zoning Designation of lot: R-2 Current Use of the lot: QUANSET/STORAGE

Number of existing buildings on these property: Principal Bldg(s) Accessory Bldg(s)

- Size of said existing building(s):

Length 80 Width 40 Use Storage Quonset

#3 This application will increase/decrease the size of the following lot(s) in the City of
(circle one)

Hawley, Clay County, Minnesota:

Owner(s) SHAWN & TERESA NELSON (STREET DEDICATION)

Street Address None Parcel Number(s) NEW#56. _____

New Legal Description:

All that part of Auditors Out Lot H-1 of the Southwest Quarter of the Northeast Quarter of Section 1, Township 139 North, Range 45 West of the 5th Principal Meridian, City of Hawley, Clay County, Minnesota described as follows: BEGINNING at the iron monument marking the southwesterly corner of Auditors Out Lot F-1 as identified in the Plat of Auditors Out Lots recorded as Document No. 134258 in the Office of the County Recorder in and for said County and State; thence on an assumed bearing of North 74°05'51" East, on and along the south line of said Out Lot F-1, and its easterly extension, a distance of 330.00 feet to an iron monument; thence South 50° 12'31" East a distance of 73.42 feet to an iron monument; thence South 74°05'51" West a distance of 92.31 feet to an iron monument; thence North 15°01'09" West, perpendicular from the last described line, a distance of 10.00 feet to an iron monument; thence South 74°58'51" West, perpendicular from the last described line, a distance of 280.00 feet to the iron monument at the northwest corner of Auditors Out Lot E-1; thence North 15°01'09" West a distance of 50.00 feet to the point of beginning, containing 18,269 square feet, more or less.

Current Square Footage of Lot 0 New Square Footage of Lot 18,269 SQ FT (0.419 acres)
Zoning Designation of lot: R-2 Current Use of the lot: PRIVATE DRIVEWAY

Have Taxes & Special Assessments been paid in full for current year: _____ Date Pd _____

Total Special Assessments Remaining on the Lot: \$ 0 How will remaining specials be split between the lot(s): _____

Number of existing buildings on these property: Principal Bldg.(s) _____ Accessory Bldg.(s) _____

• Size of said existing building(s):

Length _____ Width _____ Use _____
Length _____ Width _____ Use _____

LEGAL SURVEY ATTACHED: YES

PROPOSED NEW SUBDIVISION: Describe in detail the new subdivision(split) of the lot(s). If there are buildings involved, please detail each setback from current lot lines and proposed new lines (also provide detailed drawing on page 3 of this form):

LEGAL OWNERSHIP OF EACH NEW LOT:

#1, #2, SHAWN & TERESA NELSON TO SHAWN & TERESA NELSON

#3. FROM SHAWN & TERESA NELSON TO CITY OF HAWLEY - DONATE AND DEDICATE TO THE PUBLIC FOR ROAD AND UTILITY PURPOSES

EACH LOT HAS ACCESS TO PUBLIC STREET: Yes

WETLAND OR FLOODPLAIN DESIGNATIONS: NA
(ELEVATION CERTIFICATE MAY BE REQUIRED)

PROOF OF OWNERSHIP PROVIDED: Yes

SURVEY OF PROPOSED NEW SUBDIVISION: Attach legal survey of the new subdivision(split) of the lot(s).

Monuments have been placed to mark the new lot corners.

Please specify the reason for requesting this Minor Subdivision Permit:

The said proposed subdivision: will not constitute a nuisance in the Zoning District in which it is proposed to be located; and will conform to requirements of the City Code, Title 10, ZONING, and Title 12, SUBDIVISION of the City of Hawley. I will record this subdivision with the Clay County Recorder within 20 days of approval.

Applicant's Signature Shawn Nelson Date 5-15-20

SKETCH OF LOT AND PROPOSED PROJECT

Sketch a plan below (drawn to scale) showing the dimensions of the lot and the size and location of the existing building and any accessory buildings. This sketch must include front, rear and side yard lot lines of buildings, location of easements crossing the property, encroachments and any other information which may be necessary to ensure conformance to City provisions. Also specify the distance from all lot lines of each building. Do not include boulevard area (typically 18 ft from curb) as it is not part of the required setback distance.

COUNCIL FINDINGS:

Minor Subdivisions may be exempt from platting requirement of this ordinance provided they are in accordance with all the following:

- There is no need for public improvements as a result of the subdivision.
- The subdivision does not violate any provision of the Zoning Ordinance, Comprehensive Plan, or any other State or City Ordinance.
- That the subdivision does not adversely affect public health, safety and general welfare.
- That the subdivision is not part of a continuing theme of lot splitting for an area.
- Any platted lot may be split up to four (4) times through minor subdivision.
- A completed City of Hawley application form, legal description of the proposed parcels, drawing of the existing and proposed parcels, setback of existing structures to the proposed property lines, and an explanation of the any encroachments are provided to the Zoning Official.

Minor Subdivisions. The City Council (with or without Planning Commission recommendation) may waive the platting requirement and approve by resolution a minor subdivision that complies with 12-3-4 A 1-6, and in the following instances:

- A subdivision, other than a division of a single-family attached dwelling, which contains not more than four splits.
- A subdivision by metes and bounds description which would not increase the density of a tax parcel beyond what is allowed by its zoning classification.
- Any other subdivision of property by metes and bounds description which is not defined as an administrative subdivision.

FINDINGS: _____

In permitting such Subdivision the Council may require appropriate conditions and safeguards in accordance with the provisions of this title.

Special Conditions of this Minor Subdivision Permit:

Approved/Disapproved by the Council of the City of Hawley this ____ day of _____, 201__.

Zoning Official

This permit is valid for the stated subdivision of land only. This fully executed form is to be provided to the Clay County Recorder's Office as the original Certificate of Subdivision Approval.

Note: An official decision will be made on Minor Subdivision Permit applications within a 60-day time frame that starts from the date the completed city application, all required information, and fees are submitted to the Zoning Official. If this application does not contain all information required by law or by a previously adopted rule, ordinance or policy, the Zoning Official will provide written notification within ten business days telling the applicant "what information is missing". The clock will restart on the 60-day time frame once the requested information is received by the Zoning Official.

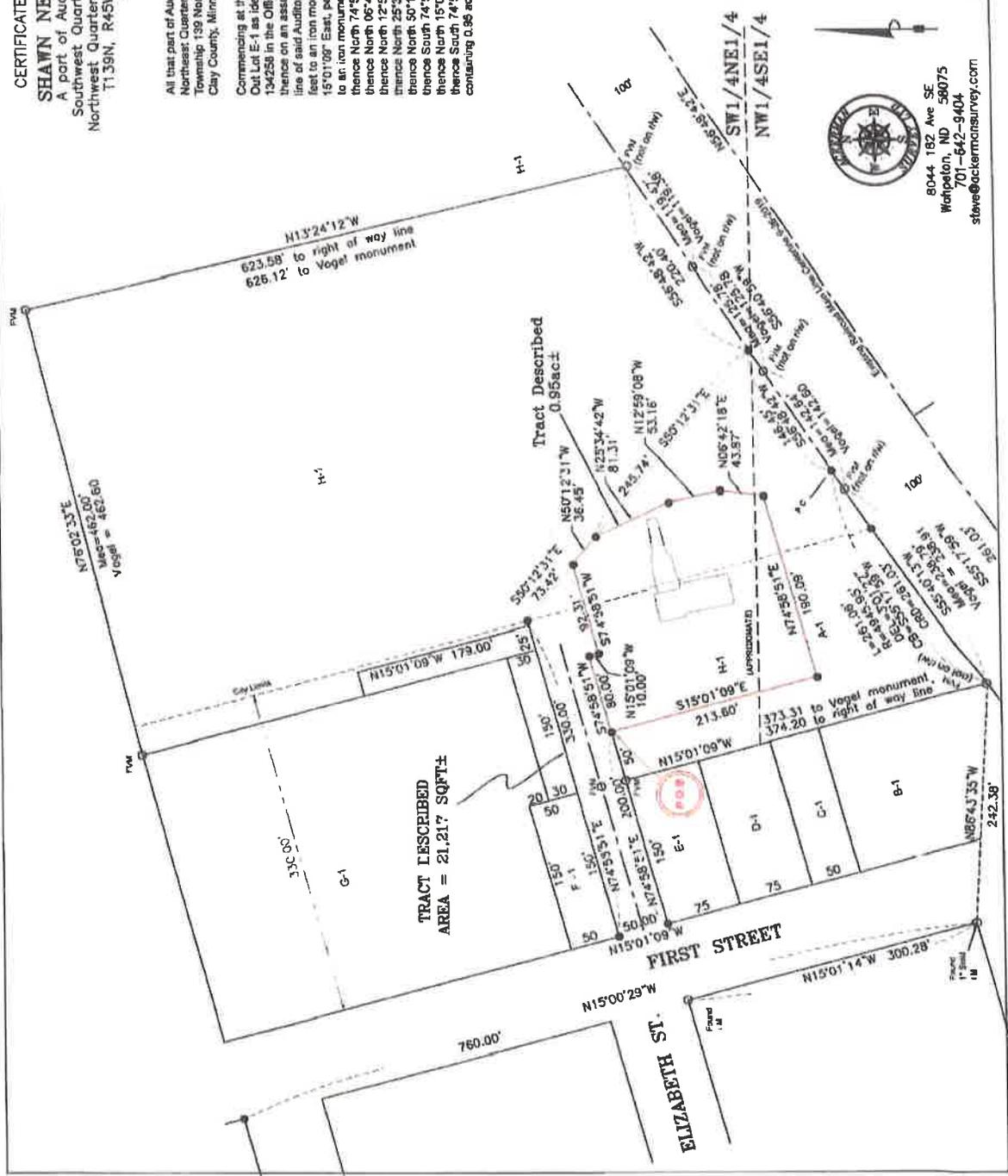
City of Hawley
305 6th Street, P O Box 69
Hawley MN 56549
(218)483-3331

1

CERTIFICATE AND PLAT OF LAND SURVEY
SHAWN NELSON HOMESITE TRACT
 A part of Auditors Out Lot A-1 and H-1 in the Southwest Quarter of the Northeast Quarter, and the Northwest Quarter of the Southeast Quarter of Section 1 T139N, R45W of the 5th P.M., City of Hawley, Clay County, Minnesota

All that part of Auditors Out Lot A-1 and H-1 of the Southwest Quarter of the Northeast Quarter and the Northwest Quarter of the Southeast Quarter of Section 1, Township 139 North, Range 45 West of the 5th Principal Meridian, City of Hawley, Clay County, Minnesota described as follows:

Commencing at the iron monument marking the northwesterly corner of Auditors Out Lot E-1 as identified in the Plat of Auditors Out Lots recorded as Document No. 134258 in the Office of the County Recorder in and for said County and State; thence on an assumed bearing of North 74°59'51" East, on and along the northerly line of said Auditors Out Lot E-1, and its easterly extension, a distance of 200.00 feet to an iron monument marking the POINT OF BEGINNING; thence South 15°01'09" East, perpendicular from the last described line, a distance of 213.60 feet to an iron monument; thence North 74°59'51" East a distance of 180.09 feet to an iron monument; thence North 06°42'16" East a distance of 63.67 feet to an iron monument; thence North 12°59'06" West a distance of 83.16 feet to an iron monument; thence North 25°34'42" West a distance of 81.33 feet to an iron monument; thence North 50°12'31" West a distance of 36.45 feet to an iron monument; thence South 74°59'51" West a distance of 92.31 feet to an iron monument; thence North 15°01'09" West a distance of 10.00 feet to an iron monument; thence South 74°59'51" West a distance of 80.00 feet to the point of beginning, containing 0.96 acres, more or less.



SCALE: 1 INCH = 100 FEET

LEGEND

- CORNER MARKED WITH A 5/8" x 1/4" SOLID IRON PIN WITH RED PLASTIC CAP MARKED "PLS 17004"
- FVM - FOUND LAMBERT VOGEL MONUMENT 1/2" REBAR
- REC = RECORD OR ORIGINAL DISTANCE
- MEA = MEASURED DISTANCE THIS SURVEY
- NOTE = THIS SURVEY WAS BASED ON AN ASSUMED MERIDIAN



8044 182 Ave SE
 Warpaton, ND 58075
 701-642-9404
 stove@ackermansurvey.com

15079-C

#2

**CERTIFICATE AND PLAT OF LAND SURVEY
SHAWN NELSON TRACT**

A part of Auditors Out Lot A-1 and H-1 in the Southwest Quarter of the Northeast Quarter, and the Northwest Quarter of the Southeast Quarter of Section 1 T139N, R45W of the 5th P.M., City of Hawley, Clay County, Minnesota

All that part of Auditors Out Lot A-1 and H-1 of the Southwest Quarter of the Northeast Quarter and the Northwest Quarter of the Southeast Quarter of Section 1, Township 139 North, Range 45 West of the 5th Principal Meridian, City of Hawley, Clay County, Minnesota described as follows:

Commencing at the iron monument marking the northwesterly corner of Auditors Out Lot E-1 as identified in the Plat of Auditors Out Lots recorded as Document No. 134258 in the Office of the County Recorder in and for said County and State; thence on an assumed bearing of North 74°58'51" East, on and along the northerly line of said Auditors Out Lot E-1, a distance of 150.00 feet to an iron monument marking the northwesterly corner of said Auditors Out Lot E-1, being the POINT OF BEGINNING;

thence continuing North 74°58'51" East a distance of 50.00 feet to an iron monument;
thence South 15°01'09" East, perpendicular from the last described line, a distance of 213.60 feet to an iron monument;
thence North 74°15'55" East a distance of 150.09 feet to an iron monument;
thence North 08°42'18" East a distance of 43.87 feet to an iron monument;
thence North 12°59'08" West a distance of 53.16 feet to an iron monument;
thence North 25°34'42" West a distance of 81.31 feet to an iron monument;
thence South 50°12'31" East a distance of 245.74 feet to an iron monument on the northerly right of way line of the Burlington Northern Santa Fe Railroad, said right of way line being 100 feet northerly, measured at a right angle, from the centerline of the existing main line as presently located; thence South 55°49'42" West, along said Railroad's right of way line, a distance of 145.45 feet to a point of curve; thence continuing along said curved Railroad right of way line to a point that bears South 53°17'56" West a chord distance of 261.03 feet to its intersection with the easterly line of Auditors Out Lot B-1; thence North 15°01'09" West, along the easterly line of Auditors Out Lots B-1, C-1, D-1, and E-1, a distance of 374.20 feet (recorde = 373.31 feet) to the point of beginning, containing 1.26 acres, more or less



SCALE: 1 INCH = 100 FEET

LEGEND

- CORNER MARKED WITH A 5/8" x 1/8" SOLID IRON PIN WITH RED PLASTIC CAP MARKED "RLS 17004"
- FVM - FOUND LAURENT VOGEL MONUMENT 1/2" REBAR
- REC - RECORD OR ORIGINAL DISTANCE
- MEAS - MEASURED DISTANCE THIS SURVEY

NOTE - THIS SURVEY WAS BASED ON AN ASSUMED MERIDIAN

8044 182 Ave SE
Wabaton, ND 58075
701-642-9404
stave@ccclerkmansurvey.com



STREET DEDICATION MAP

#3

ELIZABETH STREET
 A part of Auditors Out Lot H-1 in the Southwest Quarter of the Northeast Quarter of Section 1 T139N, R45W of the 5th P.M., City of Hawley, Clay County, Minnesota

All that part of Auditors Out Lot H-1 of the Southwest Quarter of the Northeast Quarter of Section 1, Township 139 North, Range 45 West of the 5th Principal Meridian, City of Hawley, Clay County, Minnesota described as follows:

BEGINNING at the iron monument marking the southwestern corner of Auditors Out Lot F-1 as identified in the Plat of Auditors Out Lots recorded as Document No. 134259 in the Office of the County Recorder in and for said County and State; thence on an assumed bearing of North 74°58'51" East on and along the south line of said Lot F-1, and its easterly extension, a distance of 330.00 feet to an iron monument; thence South 50°1'23" East a distance of 73.42 feet to an iron monument; thence South 74°58'51" West a distance of 92.31 feet to an iron monument; thence North 15°01'09" West, perpendicular from the last described line, a distance of 10.00 feet to an iron monument; thence South 74°58'51" West, perpendicular from the last described line, a distance of 280.00 feet to the iron monument at the northwest corner of Auditors Out Lot E-1; thence North 15°01'09" West a distance of 50.00 feet to the point of beginning, containing 16,269 square feet, more or less.



SCALE: 1 INCH = 100 FEET

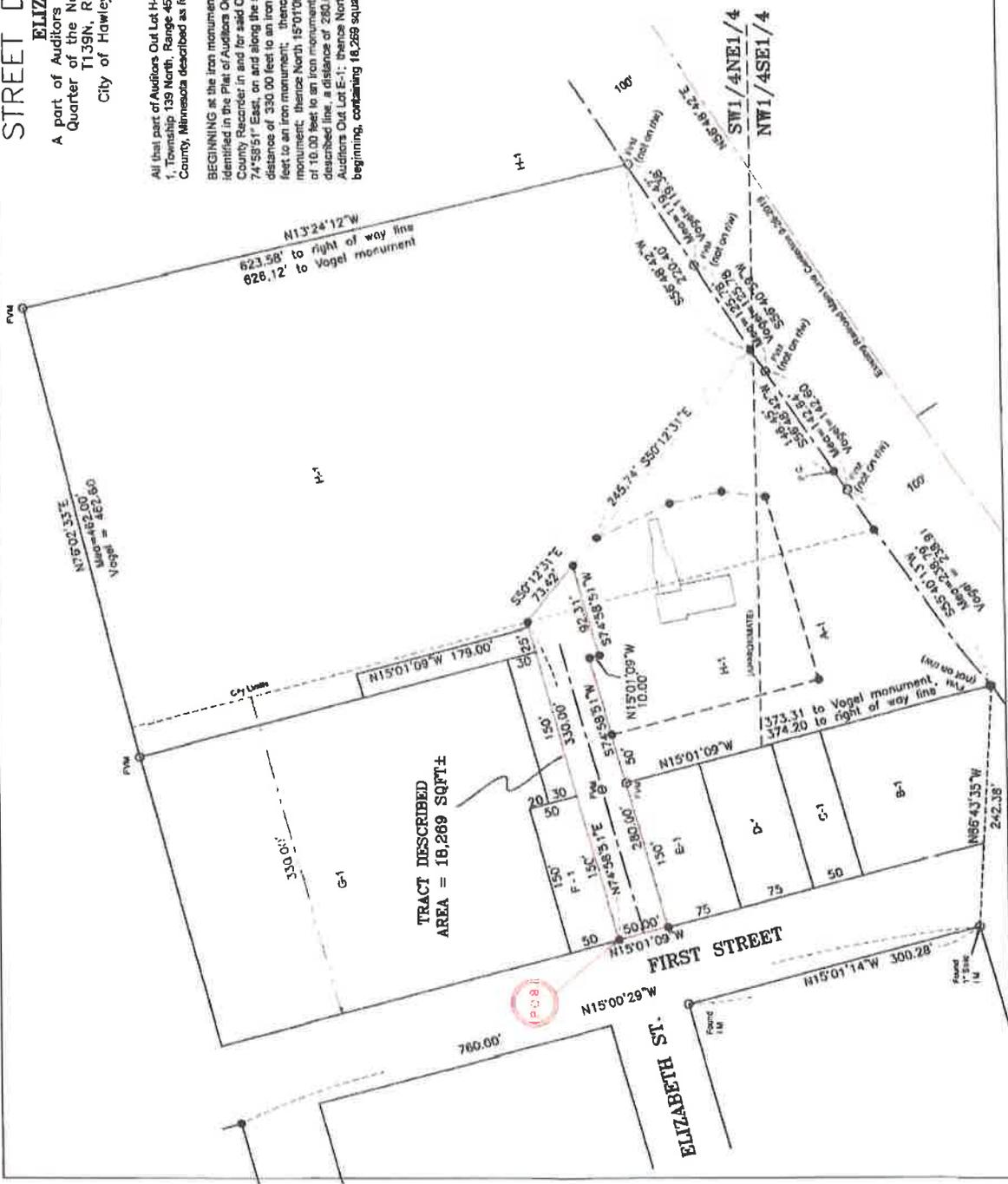


8044 182 Ave SE
 Wahpeton, ND 58075
 701-642-9404
 steve@claycountysurvey.com

LEGEND

- = CORNER MARKED WITH A 5/8" x 1/4" SOLID IRON PIN WITH RED PLASTIC CAP MARKED "TELS 17004"
- = FOUND LAMBERT VOGEL MONUMENT 1/2" REBAR
- REC = RECORD OR ORIGINAL DISTANCE
- MEA = MEASURED DISTANCE THIS SURVEY

NOTE - THIS SURVEY WAS BASED ON AN ASSUMED MERIDIAN



ANNEXATION MAP

A part of Auditors Out Lot A-1 and H-1 in the Southwest Quarter of the Northeast Quarter, and the Northwest Quarter of the Southeast Quarter of Section 1, T1139N, R45W of the 5th P.M., Clay County, Minnesota

All that part of Auditors Out Lot A-1 and H-1 of the Southwest Quarter of the Northeast Quarter and the Northwest Quarter of the Southeast Quarter of Section 1, Township 139 North, Range 46 West of the 5th Principal Meridian, Clay County, Minnesota described as follows:

Commencing at the iron monument marking the southwestern corner of Auditors Out Lot F-1 as identified in the Plat of Auditors Out Lots recorded as Document No. 134258 in the Office of the County Recorder in and for said County and State; thence on an assumed bearing of North 74°58'51" East, on and along the south line of said Out Lot F-1, and its easterly extension, a distance of 330.00 feet to the POINT OF BEGINNING; thence South 50°12'31" East a distance of 155.61 feet to a point on the northerly right of way line of the Burlington Northern Santa Fe Railroad, said right of way line being 100 feet northerly, measured at a right angle, from the centerline of the existing main line as presently located; thence Southwesterly, on and along said Railroad right of way line, to a point that bears South 56°48'42" West a distance of 146.45 feet, more or less, to a point of curve; thence South 56°48'42" West a distance of 146.45 feet, more or less, to a point of curve; thence continuing along said curved railroad right of way line to a point that bears South 56°48'42" West a distance of 69.40 feet, being its intersection with a line that is parallel with and 330 feet distant, easterly, measured at a right angle, from the west line of Auditors Out Lots B-1, C-1, D-1, thence North 15°01'09" West, on said line that is parallel with and 330 feet distant, easterly, of the west line of Auditors Out Lots B-1, C-1, D-1 and E-1, a distance of 336.38 feet, more or less, to the point of beginning, containing 0.84 acres, more or less.



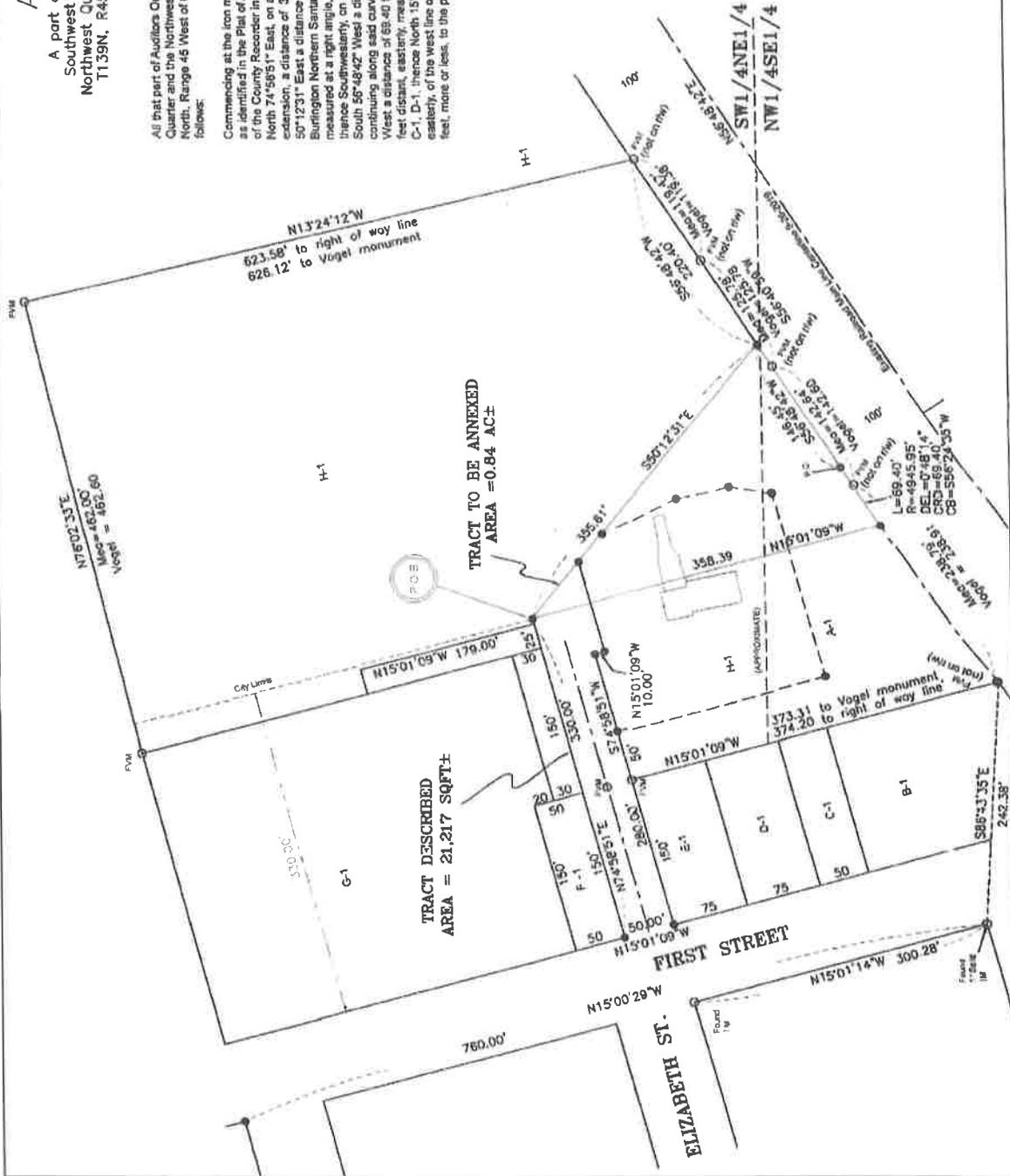
SCALE: 1 INCH = 100 FEET



8044 182 Ave SE
Wahpeton, ND 58075
701-842-9404
steve@beckersurvey.com

LEGEND

- CORNER MARKED WITH A 3/4" x 1/8" SOLID IRON PIN WITH RED PLASTIC CAP MARKED "RLS 17004"
- IRON FOUND LAMBERT VOGEL MONUMENT 1/2" REBAR
- REC = RECORD OR ORIGINAL DISTANCE
- MEA = MEASURED DISTANCE THIS SURVEY
- NOTE = THIS SURVEY WAS BASED ON AN ASSUMED MERIDIAN



COPY

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED

Individual(s) to Business Entity

eCRV number: N/A

DEED TAX DUE: \$1.65

DATE: ~~June~~ ^{July} 13, 2020

FOR VALUABLE CONSIDERATION, Shawn Nelson and Teresa Nelson, husband and wife, ("Grantor"), hereby convey and quitclaim to City of Hawley, a municipality under the laws of Minnesota ("Grantee), real property in Clay County, Minnesota, legally described as follows:

All that part of Auditors Out Lot H-1 of the Southwest Quarter of the Northeast Quarter of Section 1, Township 139 North, Range 45 West of the 5th Principal Meridian, Clay County, Minnesota, described as follows:

BEGINNING at the iron monument marking the southwesterly corner of Auditors Out Lot F-1 as identified in the Plat of Auditors Out Lots recorded as Document No. 134258 in the Office of the County Recorder in and for said County and State; thence on an assumed bearing of North 74°58'51" East, on and along the south line of said Out Lot F-1, and its easterly extension, a distance of 330.00 feet to an iron monument; thence South 50°12'31" East a distance of 73.42 feet to an iron monument; thence South 74°58'51" West a distance of 92.31 feet to an iron monument; thence North 15°01'09" West, perpendicular from the last described line, a distance of 10.00 feet to an iron monument; thence South 74°58'51" West, perpendicular from the last described line, a distance of 280.00 feet to the iron monument at the northwest corner of Auditors Out Lot E-1; thence North 15°01'09" West a distance of 50.00 feet to the point of beginning, containing 18,269 square feet, more or less.

The above property is conveyed for purposes of a street dedication for the extension of Elizabeth Street east into property owned by Grantors.

Total consideration for this transfer of property is less than \$500.00.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: [...].)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

[Handwritten signature]

Shawn Nelson

[Handwritten signature]

Teresa Nelson

State of Minnesota, County of Clay

This instrument was acknowledged before me on ^{July} ~~June~~ 13, 2020, by Shawn Nelson and Teresa Nelson, husband and wife, Grantors.

(Stamp)



[Handwritten signature]

(signature of notarial officer)

Title (and Rank):

[Handwritten: Notary Public]

My commission expires:

[Handwritten: 1-31-2025]

(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

Zenas Baer
Zenas Baer Law Office
331 6th St., Box 249
Hawley, MN 56549

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

City of Hawley
P.O. Box 69
Hawley, MN 56549

RESOLUTION NO. 20-37
RESOLUTION DECLARING ADEQUACY OF PETITION AND
ORDERING PREPARATION OF REPORT
Lake Agassiz Education Cooperative Infrastructure Installation

BE IT RESOLVED BY THE CITY COUNCIL OF HAWLEY, Minnesota:

1. A certain petition requesting the improvement of real property at 616 Reno Street abutting on Reno Street from the northeast corner of Reno St and 7th Street for a distance of 150' east, by installing sanitary sewer service (right of way to main), storm sewer main line replacement/enlarged 18" pipe with associated storm sewer manhole adjustments, 6' wide sidewalk installation within the right-of-way of Reno Street with ADA access, curb replacement as needed, fire hydrant (removal and replacement), turf establishment within the right-of-way, and street roadway pavement patching that is required due to installation of the new utilities, and filed with the council October 12, 2020, is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minn. Stat. § 429.035.

2. The petition for proposed Improvement 2021-35 is hereby referred to Tyson Hajicek of Moore Engineering and that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the council this 12th day of October, 2020.

James Joy
Mayor

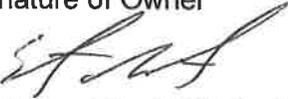
Lisa Jetvig
Clerk Treasurer

Petition For Local Improvements (100 percent of property owners)

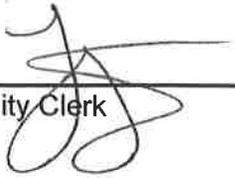
Hawley, Minnesota October Seventh, 2020
(month) (date), (year)

To the City Council of Hawley, Minnesota:

We, all owners of real property abutting on Reno Street from the northeast corner of Reno St and 7th Street for a distance of 150' east, hereby petition that such improved be made by installing sanitary sewer service (right of way to main), storm sewer main line replacement/enlarged 18" pipe with associated storm sewer manhole adjustments, 6' wide sidewalk installation within the right-of-way of Reno Street with ADA access, curb replacement as needed, fire hydrant (removal and replacement), turf establishment within the right-of-way, and street roadway pavement patching that is required due to installation of the new utilities to our property at 616 Reno Street with a completion date of the utilities by August 1, 2021, pursuant to Minnesota Statutes, Chapter 429, and that the city assess the entire cost of the improvement against our property described below and hereby agree to pay the entire cost as apportioned by the city.

	Signature of Owner	Description of Property
1.	X 	<u>Lake Agassiz Education Cooperative</u> <u>616 Reno Street (300' x 150' Tract in Outlot Q-1, City of Hawley) Parcel #56.900.0540</u>
2.		
3.		
4.		

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.¹



City Clerk

City of Hawley

305 6th Street

P.O. Box 69

Hawley, Minnesota 56549-0069

Phone: (218) 483-3331

Fax: (218) 483-3332

www.hawley.govoffice.com

TTY: 1-800-627-3529



Birthplace of the Hjemkomst

City Council

Term Expires

James Joy.....2020

Mayor

Public Safety-Alt.
Personnel
EDA-EDA Advisors
Development/Water
Emergency Mgmt Dir

Ben Gunkelman.....2020

Public Safety
Public Works
Personnel
EDA-EDA Advisors
Heartland Trail Extension
MetroCOG Policy Bd - Alt.

Sean Mork2020

Public Safety
Government Services
Personnel
EDA
Liquor Committee

Jonathan Donnelly.....2022

Public Works
Liquor Committee
Personnel
EDA

Brad Eldred2022

Government Services
Personnel
Development/Water
EDA
MetroCOG Transportation
MetroCOG Policy Bd

Public Utilities Commission

James Joy.....2020

Donald Martodam.....2021

Gary E. Johnson.....2022

Airport Commission

Bryan S. Reep.....2020

Mike Sprenger.....2020

James Joy.....2021

Todd Sparrow.....2021

Stacey Riedberger.....2022

Park Board

Ben Gunkelman.....2020

Steven Palmer.....2020

Sara Diaz.....2021

Heidi Knutson2022

Vacancy.....2022

Planning Commission

*Gregg Pekas.....2020

*Mike Cain2020

Peder Naatz.....2021

*Ben Gunkelman.....2021

Stacey Riedberger.....2022

David Asleson2022

Sara Diaz.....2023

*Board of Adjustment members

City Attorney

Zenas Baer

City Clerk - Treasurer

Lisa Jetvig

Public Works Director

Kevin Berg

September 28, 2020

FM MetroCOG

Cindy Gray, Executive Director

1 2nd St N, Suite 232

Fargo, ND 58102

cgray@fmmetrocog.org

RE: Agreement between Fargo-Moorhead Metropolitan Council of Governments and City of Hawley for Zoning Ordinance Update (2018#1005)

Ms. Gray,

The City of Hawley hereby officially notifies you that the Zoning Ordinance drafted and provided to the City of Hawley for the first time in a complete form on June 10, 2020 is not in an acceptable form, does not follow the state of Minnesota Statutes, and does not fulfill the Dec 17, 2018, agreement requirements.

Unfortunately, your consultants emphasized that they were creating a "new ordinance specifically for Hawley and not based upon any other City ordinance."

Once the full draft was received we sent to the League of Minnesota Cities for review. Please see their review attached stating that the few sections they reviewed do not meet Minnesota State Statutes. They suggested that any new Hawley Ordinance be based more closely on the Minnesota Basic Code and utilize the League drafted model ordinances.

Hawley paid the full contract amount of \$28,832.24 in December 2019 as billed.

The Hawley City Council requests that FM MetroCOG finds or hires a qualified person to restart from scratch our Zoning and Subdivision Ordinance revisions, basing the new ones on Minnesota Statutes and samples from the LMC or other Minnesota Cities.

We are counting on you to make this right and provide the quality services we normally would expect to receive from FM MetroCOG.

Thank you.

James Joy
Mayor

ADDENDUM #3 TO CLEANING SERVICES AGREEMENTS

To extend all contract terms until 10-31-2021

THE TWO ORIGINAL AGREEMENTS, made and entered into:

#1 City Hall Cleaning on the 20th day of March 2017, by and between Elisha Cullen (Cullens Cleaning Service), hereinafter "**Contractor**", and the City of Hawley, a municipal corporation, hereinafter "**Owner**"; and #2 Police Department Cleaning on the 5th day of September 2017, by and between Elisha Cullen (Cullens Cleaning Service), hereinafter "**Contractor**", and the City of Hawley, a municipal corporation, hereinafter "**Owner**";

Both these agreements shall be extended under the same terms and conditions for an additional year as per Item #3; and both will terminate on October 31, 2021, unless the agreement is extended at that time by Addendum.

IN WITNESS WHEREOF, the parties have executed this Addendum, this the 12th day of October, 2020.

CITY OF HAWLEY

CONTRACTOR

Name: Elisha Cullen (Cullens Cleaning Service)

Address: 409 Partridge Ave S, Glyndon, MN
Phone Number: 701-729-5027

By _____
James Joy, Mayor

BY _____
(signature)

(Printed Name)

ATTESTED BY:

Lisa Jetvig, Clerk Treasurer

MN Tax ID #:9031700

E374
#9

CLEANING SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 20th day of March 2017, by and between

Elisha Cullen (Cullen's Cleaning Service) hereinafter "Contractor", and the City of Hawley, a municipal corporation, hereinafter "Owner".

WHEREAS, Owner owns a building in the City of Hawley which is known as the "Hawley City Hall" which is located at 305 Sixth Street, Hawley, MN; and

WHEREAS, Contractor desires to provide cleaning services as an independent contractor for the Owner.

NOW, THEREFORE, in consideration of the mutual covenants and promises, it is agreed by and between Owner and Contractor, as follows:

1. Description of Service: The service to be performed by Contractor shall be as follows:

CITY HALL:

- * Weekly General Cleaning including but not limited to:
vacuum all carpets and mats;
sweep and mop all hard surface floor areas;
empty trash containers, replace liners, and remove trash to designated area;
(NOTE: garbage bags/liners are provided by Owner)
clean windows in the entrance areas (2) - removing smudges and finger prints;
dust window ledges;
dust computer equipment, calculators, fax, printers, typewriter, and phones;
wipe down all counters, desks, and tables; and
(NOTE: office materials [papers] do not need to be moved for cleaning purposes - i.e. only need to wipe open areas from desks; vacuum around storage boxes/files.)
wipe down kitchen area.
- * Weekly Restroom Cleaning done thoroughly to include but not limited to:
clean and sanitize all restroom fixtures, light switches, and door knobs;
sanitize and refill all containers/dispensers *(toilet paper and hand towels provided by Owner)*;
sweep floor and wet mop with disinfectant cleaner;
spot clean all walls, mirrors, and doors; and
empty all trash containers and replace liners.
- * Monthly Cleaning - rotate so as to complete this cleaning once per month:
dust chairs and chair arms/bases ; and
spot clean walls, doors and light switches.
- * This list is intended merely to give guidance, not to limit duties required to keep the City Hall clean. This contract includes all duties necessary to keep the building and furnishings clean, tidy, sparkling, and in good repair whether specifically stated or not.
- * Contractor will furnish all labor, supplies, and equipment necessary to perform the specified duties under this Agreement. The Contractor is the only authorized person(s) to enter the City Hall building when it is closed to the public. All cleaning must be done while the City Hall is closed to the public.
- * City Hall contains confidential information and it is the responsibility of the Contractor to ensure that all information from City Hall remains confidential. Building shall also be kept secure and locked during a cleaning times.

2. **Fees:** Contractor agrees to provide the specified duties and listed above and under this Agreement for the Lump Sum amount of \$ 75⁰⁰ per week. This amount includes any applicable sales and use tax payable to the Minnesota Department of Revenue. (Note: Contractor shall submit monthly billing invoice and Owner will issue payment once a month for services provided.)

Notification of deficiencies in the performance of the Agreement may be made either of two ways:
(a) in writing, stating the exact nature of the deficiency; or (b) by telephone call to the Contractor.

3. **Term of Agreement:** This Agreement shall be for a period of one year, commencing on the 20 day of March, 2017, and terminating on the 1st day of April, 2018. This agreement can be extended for additional 1 year increments by signing an addendum by both parties. This Agreement may be canceled upon 30 days written notice by either party.

4. **Relationship of the Parties:** The parties agree that the relationship created between them by this Agreement is that of owner-independent contractor. Contractor is not an employee of the Owner and Contractor is not entitled to the benefits provided by the Owner to employees. Owner is interested only in the results to be achieved. The conduct and control of the work force involved in performing this contract will lie solely with the Contractor.

5. **Insurance:** Contractor agrees to carry liability insurance coverage of at least \$500,000 and will list the City of Hawley as an additional insured on said policy. Contractor may declare that he/she is a sole proprietor, with no employees who are not immediate family members, and that he/she is therefore not required by law to carry workers' compensation insurance. Contractor agrees that if at any time he/she employs any person who is not an immediate family member, he will immediately acquire workers' compensation insurance and will provide evidence of that insurance to the City.

6. **Assignment:** This Agreement may not be assigned or transferred.

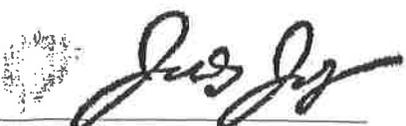
7. **Enforceability:** This Agreement shall be enforced consistent with the laws of the State of Minnesota.

8. **Severability:** In the case that any provision of this Agreement is determined to be invalid, illegal, or unenforceable as written, both the Owner and Contractor intend and desire that such provision be enforced to the fullest extent allowed by law, and that the remainder of this Agreement shall not be affected in any way.

IN WITNESS WHEREOF, the parties have executed this Agreement, the day and year first above written.

CITY OF HAWLEY

CONTRACTOR

By 
James Joy, Mayor

Name: Elisha Cullen (Cullens cleaning & maintenance)

Address: 407 Partridge Ave S. Glyndon, MN

Phone Number: 701-727-5227

BY 
(signature)

Elisha cullen
(Printed Name)

ATTESTED BY:


Lisa Jetvig, Clerk Treasurer

MN Tax ID #: 9031700

APPROVED

CLEANING SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 5th day of September 2017, by and between

Elisha Cullen, hereinafter "Contractor", and the City of Hawley, a municipal corporation, hereinafter "Owner".

WHEREAS, Owner owns a building in the City of Hawley which is known as the "HAWLEY POLICE DEPARTMENT" which is located at 818 Front Street, Hawley, MN; and

WHEREAS, Contractor desires to provide cleaning services as an independent contractor for the Owner.

NOW, THEREFORE, in consideration of the mutual covenants and promises, it is agreed by and between Owner and Contractor, as follows:

1. Description of Service: The service to be performed by Contractor shall be as follows:

HAWLEY POLICE DEPARTMENT:

- * Bi-Monthly (2 times per month) General Cleaning including but not limited to:
vacuum all carpets and mats;
sweep and mop all hard surface floor areas;
empty trash containers, replace liners, and remove trash to designated area;
(NOTE: garbage bags/liners are provided by Owner)
clean windows in the entrance areas (2) - removing smudges and finger prints;
wipe off tables in the training room;
dust computer equipment, calculators, fax, printers, typewriter, and phones;
wipe down all counters, desks, and tables; and
(NOTE: office materials [papers] do not need to be moved for cleaning purposes - i.e. only need to wipe open areas from desks; vacuum around storage boxes/files.)
wipe down kitchen area surfaces. (no cleaning inside of appliances)
- * Bi-Monthly (two times per month) Restroom Cleaning done thoroughly to include but not limited to:
clean and sanitize all restroom fixtures, light switches, and door knobs;
sanitize and refill all containers/dispensers *(toilet paper and hand towels provided by Owner)*;
sweep floor and wet mop with disinfectant cleaner;
wipe down shower stalls;
spot clean all walls, mirrors, and doors; and
empty all trash containers and replace liners.
- * Monthly Cleaning - rotate so as to complete this cleaning once per month:
dust chairs and chair arms/bases ; and
spot clean walls, doors and light switches.
- * This list is intended merely to give guidance, not to limit duties required to keep the HAWLEY POLICE DEPARTMENT clean. This contract includes all duties necessary to keep the building and furnishings clean, tidy, sparkling, and in good repair whether specifically stated or not.
- * Contractor will furnish all labor, supplies, and equipment necessary to perform the specified duties under this Agreement. The Contractor is the only authorized person(s) to enter the HAWLEY POLICE DEPARTMENT building. The Contractor will need to successfully complete a background investigation and is required.
- * HAWLEY POLICE DEPARTMENT contains confidential information and it is the responsibility of the Contractor to ensure that all information from HAWLEY POLICE DEPARTMENT remains confidential

Building shall also be kept secure and locked during all cleaning times. Key must be safeguarded so no other individual has access to the key nor building.

2. **Fees:** Contractor agrees to provide the specified duties and listed above and under this Agreement for the Lump Sum amount of \$ 180- per month. This amount includes any applicable sales and use tax payable to the Minnesota Department of Revenue. (Note: Contractor shall submit monthly billing invoice and Owner will issue payment once a month for services provided.)

Notification of deficiencies in the performance of the Agreement may be made either of two ways:
(a) in writing, stating the exact nature of the deficiency; or (b) by telephone call to the Contractor.

3. **Term of Agreement:** This Agreement shall be for a period of two years, commencing on the 10th day of September, 2017, and terminating on the 31st day of October, 2019. This agreement can be extended for additional 2 year increments by signing an addendum by both parties. This Agreement may be canceled upon 30 days written notice by either party.

4. **Relationship of the Parties:** The parties agree that the relationship created between them by this Agreement is that of owner-independent contractor. Contractor is not an employee of the Owner and Contractor is not entitled to the benefits provided by the Owner to employees. Owner is interested only in the results to be achieved. The conduct and control of the work force involved in performing this contract will lie solely with the Contractor.

5. **Insurance:** Contractor agrees to carry liability insurance coverage of at least \$500,000 and will list the City of Hawley as an additional insured on said policy. Contractor may declare that he/she is a sole proprietor, with no employees who are not immediate family members, and that he/she is therefore not required by law to carry workers' compensation insurance. Contractor agrees that if at any time he/she employs any person who is not an immediate family member, he will immediately acquire workers' compensation insurance and will provide evidence of that insurance to the City.

6. **Assignment:** This Agreement may not be assigned or transferred.

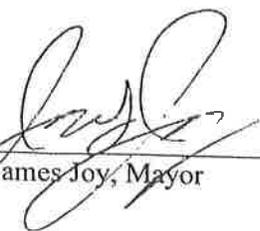
7. **Enforceability:** This Agreement shall be enforced consistent with the laws of the State of Minnesota.

8. **Severability:** In the case that any provision of this Agreement is determined to be invalid, illegal, or unenforceable as written, both the Owner and Contractor intend and desire that such provision be enforced to the fullest extent allowed by law, and that the remainder of this Agreement shall not be affected in any way.

IN WITNESS WHEREOF, the parties have executed this Agreement, the day and year first above written.

CITY OF HAWLEY

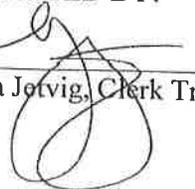
CONTRACTOR

By 
James Joy, Mayor

Name: Elisha Cullen
(Cullen's Cleaning Service)
Address: 409 Partridge Ave S. Plymouth, MN
Phone Number: 761-729-5027 56547

BY 
(signature)

Elisha Cullen
(Printed Name)

ATTESTED BY:

Lisa Jotvig, Clerk Treasurer

MN Tax ID #: 9031700

**HAWLEY CITY COUNCIL MINUTES
SEPTEMBER 28, 2020**

The regularly scheduled semi-monthly meeting of the Hawley City Council was held on Monday, September 28, 2020 in the City Council Chambers. The meeting was called to order at 5:30 p.m. by Mayor Joy with the following members present: James Joy, Sean Mork, Ben Gunkelman and Brad Eldred. David Asleson attended the meeting by electronic means through GOTOMEETING. Also present were Clerk Treasurer Lisa Jetvig, Attorney Zenas Baer, Police Chief Joe Backlund and Public Works Director Kevin Berg.

Joy announced that all votes at this meeting will be taken by roll call as we have one Councilmember, Asleson, attending remotely.

A motion was made by Mork, seconded by Gunkelman to approve the amended agenda. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

A motion was made by Joy, seconded by Mork to sell AS IS, by sealed bids, the 1998 International single axel plow truck with 12' reversible plow, 9' wing plow, underbody plow, and sander. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

Joy noted that the sealed bids will be accepted at City Hall until October 26th at 1:00 p.m. There is a minimum bid of \$7,000.

Joy gave an update on the 09/21/20 EDA/EDA Advisors meeting. The EDA reviewed quotes for photography and drone virtual tours (360° view) of the City of Hawley to use for economic development/website. The EDA recommends approval of the quotes.

A motion was made by Eldred, seconded by Gunkelman to approve the quote from Fat Cat Studios in the amount of \$1,490 to provide color, copyright-released photos in commercial print quality for use in advertising, print and website. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

A motion was made by Mork, seconded by Eldred to approve the quote from Be More Colorful, LLC in the amount of \$5,760 to provide the City of Hawley with a community virtual tour and strategic consultation for economic development, advertising, website, etc. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

Joy informed the Council that he and Clerk Treasurer Jetvig will be attending the League of Minnesota Cities Regional Meeting in Detroit Lakes on October 1st.

A motion was made by Mork, seconded by Gunkelman to approve RESOLUTION 20-32 City of Hawley, Minnesota Resolution Adopting the Proposed Property Tax Levy 2020 Tax Levy, Collectible in 2021 with a total levy of \$696,000. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

It was noted that the proposed levy presents a 5% increase from last year. The City of Hawley will hold its Subsequent Levy Hearing (formerly known as Truth in Taxation) on this proposed levy on Monday, December 7, 2020 at 6:00 p.m. in the City Council Chambers.

A motion was made by Mork, seconded by Gunkelman to approve RESOLUTION 20-33 City of Hawley, Minnesota Resolution Adopting the Preliminary 2021 Budget with Revenues of \$1,868,133 and Expenditures of \$1,859,454. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

Police Chief Backlund stated that the Hawley Police Department is proposing to equip their officers with body worn cameras. They would use their DUI/Drug forfeiture funds and funds from their 2020 budget to purchase the body cams. They hope to have them in use by January 2021. Information including the body worn camera policy, frequently asked questions, and information on the equipment and quotes will be on the city website.

A motion was made by Mork, seconded by Eldred to call for a Public Hearing on the Police Department Body Cam policy and equipment on Monday, October 26, 2020 at 6:00 p.m. in the City Council Chambers. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

Gunkelman gave the Council a Planning Commission update. The Planning Commission held a public hearing on September 24th regarding the Conditional Use Permit application in the R-3, Multiple-Family Residential District: to build a new 1-story 245' x 82' building for educational purposes (preschool - 21 yrs old) at 616 Reno Street. The applicant is Lake Agassiz Education Cooperative. The lot is on the corner of Reno Street and 7th Street between the school's tennis courts and Reno Street.

Gunkelman highlighted the terms of the proposed Development Agreement to include in the City Commitments: Allow the Developer to hire a licensed contractor to perform all work within the City of Hawley Reno Street and street right-of-way to connect to City infrastructure, Allow the Developer to increase the size of the Storm Water Main pipe, Allow Developer to relocate the existing fire hydrant, Allow Developer to install new sanitary sewer service line, and Allow Developer to repair all street sections to City

requirements. Included in the Developer Commitments: Hire a licensed contractor to perform all work within the City of Hawley Reno Street and street right-of-way to connect to City infrastructure, properly size the Storm Water drainage, Increase the size of the Storm Water Main pipe, Relocate the existing Fire Hydrant, install new sanitary sewer service line, and repair all street sections to City requirements.

Gunkelman stated that the Hawley Planning Commission thoroughly reviewed the application, City requirements, and comments received and recommends approval of the Lake Agassiz Education Cooperative Conditional Use Permit application. Findings: Conditional Use-Educational Purposes, 3' of east side set-back will be edge of parking lot drive lane, 6' high composite fence on east side, 24 parking stalls, snow piling on north-most parking stalls & removed when needed. Use will fit into this neighborhood adjacent to the Elementary and High School buildings.

A motion was made by Gunkelman, seconded by Eldred to approve the Conditional Use Permit application submitted by Lake Agassiz Education Cooperative to build a 1 story building for educational purposes in the R-3, Multiple-Family Residential District, contingent on their signing the Development Agreement. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

A motion was made by Gunkelman, seconded by Mork to approve the Development Agreement between the City of Hawley and Lake Agassiz Education Cooperative. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

Gunkelman informed the Council that the Planning Commission recommends appointing Phil Stahl to fill the vacancy on the Board of Adjustment (Cain seat).

A motion was made by Gunkelman, seconded by Mork to approve City of Hawley RESOLUTION NO. 20-36 Resolution Setting Additional Appointment to Board. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

A discussion ensued regarding the 15th Street Otta Seal and Seal Coat project and the pay request from Sellin Brothers, Inc. for \$31,445.20. It was discussed that there was a lot of loose material (pea rock) pushed off the road into the ditches. Gunkelman read right out of the contract for this project, "Approximately 3 to 7 days after the seal coat has been completed, all excess and loose chip material shall be power broomed and picked up."

A motion was made by Joy, seconded by Gunkelman to approve ½ of the pay request from Sellin Brothers, Inc. for the 2019 Sealcoat and Crack Sealing Improvements project (for a payment of \$15,722.60). Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

It was discussed that the City of Hawley has received Petitions for Local Improvements from Rapat Corporation and Hawley Retirement Incorporated to potentially include work in the city's Phase 3 project (at their cost) for their specific storm water drainage issues along the CSAH 31 and 33.

A motion was made by Eldred, seconded by Mork to approve RESOLUTION NO. 20-34 Resolution Declaring Adequacy of Petition and Ordering Preparation of Report CSAH 31 & O'Donnell Street Storm Water Overflow. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

A motion was made by Eldred, seconded by Gunkelman to approve RESOLUTION NO. 20-35 Resolution Declaring Adequacy of Petition and Ordering Preparation of Report CSAH 33(5thStreet) Underground Storm Water Drainage Installation & Fill Ditch. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

A motion was made by Eldred, seconded by Gunkelman to approve the quote from Moltzan Concrete LLC in the amount of \$1,600 to repair 2 sanitary sewer man hole concrete aprons on Westgate Drive. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

Asleson reported on the Fire Hall Demo/Addition Contractor Timeline: demo this week, footings and foundation in next 2 weeks, underground rough in the week of October 19th, and interior concrete the week of October 26th.

Asleson stated that the City of Hawley has \$66,530.68 available in Clay County Wheelage Tax Funds. They City want to use these funds to help pay for the replacement of the streets in the Phase 3 project.

A motion was made by Gunkelman, seconded by Eldred to approve the Application for Clay County Wheelage Tax Funds in the amount of \$66,530.68. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

A motion was made by Gunkelman, seconded by Mork to approve the following consent items:

- 09/14/20 minutes
- Committee of the Whole Summaries 9-14-20 & 9-21-20
- Draft October City Newsletter
- SRTS Walk to Anywhere Week
- GMPT Newsletter
- September/October 2020 Meeting Calendars

The motion carried by a vote of: Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

Gunkelman encouraged residents/students to participate in the October 5-9 Walk to Anywhere Week 2020, a weeklong celebration of walking. There is information in the October City newsletter.

A motion was made by Eldred, seconded by Mork to approve the following accounts payable:

77235 Hawley Township	Reimb for lost revenue from annexation	\$93.45
77236 The Equitable	Withholding	\$720.46
77294 Johnson Brothers Liquor	Mdse Held for Resale	\$559.20
77295 Southern Glazers of MN	Mdse Held for Resale	\$562.95
77296 Jerome Hager	Hangar Deposit Refund	\$110.00
77321 Airborne Custom Spraying	Mosquito Spraying	\$4,026.00
77322 Artisan Beer Company	Mdse Held for Resale	\$291.45
77323 Bergseth Bros.	Mdse Held for Resale	\$7,843.70
77324 Beverage Wholesalers	Mdse Held for Resale	\$5,420.95
77325 Breakthru Beverage MN	Mdse Held for Resale	\$883.04
77326 Clay County Highway Dept	Salt/Sand Mix Feb 2020	\$388.96
77327 Coca Cola Bottling	Mdse Held for Resale	\$246.00
77328 D-S Beverages	Mdse Held for Resale	\$11,032.91
77329 GovOffice	Website Rebuilt ADA & Communication	\$8,679.00
77330 Inbound Brewco	Mdse Held for Resale	\$69.00
77331 Jim Hirt Trucking	Liquor Store Freight	\$307.90
77332 Johnson Brothers Liquor	Mdse Held for Resale	\$5,246.42
77333 Johnsons Pest Control	Contract Maint	\$53.44
77334 M Amundson LLP	Mdse Held for Resale	\$959.62
77335 Marco Technologies	Contract Maint	\$48.03
77336 Mid-Central Ice	Mdse Held for Resale	\$397.90
77337 Midland Door Solutions	Airport Hangar Door Repair	\$290.00
77338 Minnkota Recycling	Recycling	\$463.40
77339 Paustis Wine Co.	Mdse Held for Resale	\$636.60
77340 Phillips Wine & Spirits	Mdse Held for Resale	\$3,513.79
77341 Riteway Business Forms	Office Supplies	\$140.36
77342 Sanitation Products	Equipment Repairs	\$447.30
77343 Sellin Brothers	Sealcoat and Cracksealing Improvements	\$15,722.60
77344 Small Town Labs	Economic Development Marketing	\$1,119.33
77345 Southern Glazers of MN	Mdse Held for Resale	\$3,718.63

77346 Tactical Solutions	Police Equipment Maint	\$220.00
77347 Tony's Repair	Vehicle Repair	\$104.99
77348 Vinocopia	Mdse Held for Resale	\$221.00
77349 Verizon Wireless	Cell Phones	\$125.10
Dir Pay Payroll	09/14/20 Payroll	\$18,805.98
Wire Trsf PERA	09/14/20 Payroll	\$5,837.72
Wire Trsf State of MN	09/14/20 Payroll	\$1,043.93
Wire Trsf IRS	09/14/20 Payroll	\$4,903.76
Wire Trsf Health Savings Account	09/14/20 Payroll	\$816.57
	Total	\$106,071.44

The motion carried by a vote of: Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

It was discussed that staff will now have to go to Moorhead to pick up the sand/salt for the streets for winter sanding. Berg will research the options for some type of shelter/storage for the sand/salt.

Eldred questioned if the city is done with mosquito spraying for the year. Berg stated that he believes we are done.

There being no further business at 6:30 p.m. it was moved by Mork, seconded by Eldred that the meeting be adjourned. Joy: Aye. Mork: Aye. Gunkelman: Aye. Eldred: Aye. Asleson: Aye.

Attest:

James Joy
Mayor

Lisa Jetvig
Clerk Treasurer

CITY OF HAWLEY
CITY COUNCIL COMMITTEE OF THE WHOLE SUMMARY
August 10, 2020

Committee of the Whole meetings are informal discussion style meetings that are open to the public. No official city business is conducted; therefore official minutes are not kept. The summary below is provided for informational purposes only. It has been generated from notes and is not a comprehensive report of Committee of the Whole discussions and events.

Committee of the Whole called to order at 4:30 p.m.

PRESENT: Mayor Joy. Council Members: Eldred, Gunkelman & Asleson. Mork arrived at 5:00.

Also present: Police Chief Backlund, Attorney Baer, Clerk Treasurer Jetvig, Public Works Director Berg & Liquor Store Manager Friesen.

- 1.) Local Improvement Petition Shawn & Teresa Nelson -will hand out Res Declaring Adequacy of Petition & Ordering Preparation of Report – 35% of property owners adjacent to the soon-to-be dedicated street – they are asking for Water and Sanitary Sewer mains & services and paved street surface – on agenda
-other petitions pending – school 2; Rapat 1; Hawley Retirement Inc 1
- 2.) Engineers Updates: -15th Street Updates – *hope to have email update*
-Sanitary Sewer service line issues/status: Nature Lane & 811 Hartford St – Berg reported that the Hartford St property is being purchased by an adjacent property owner and the intention is to demolish this structure – all utilities are off and will remain off – Engineers will be asked for an update on the Nature Lane sewer issue
- 3.) Liquor Store Update – YTD – Friesen -end of June Liquor Cash Fund in the black \$10,621. – sales up 24% YTD and up 2,415 more customers – industry trend predicted to stay high going forward – Friesen reported that his staff and the new PT employees all working very hard
- 4.) Coronavirus Relief Fund -Clay County information (checking for updates)
- 5.) 2021 Budgeting -Need to schedule meetings – must adopt preliminary budget by Sept 30 -Also need to schedule Park Board Meeting
- 6.) Attorney Updates-New lease agreement draft 8-4-20 with Golf Club -do we want to mail to them or meet with them in person? -having Attorney Baer send to the -need to assemble the bill for the land work to be split 70/30 – wait for now on the billing
- 7.) Zoning Ordinance Amendment Draft -Allowing multiple apt on 1 parcel – draft to be handed out – samples of City of Moorhead areas – high density housing areas as a Conditional Use Permit so that can set criteria on off street parking, access (for emergency equipment, traffic flow), setbacks, size, height -Steps to adopt – Planning Commission PH & published notices – change would be for all C-2 Highway Commercial lots just for multiple apartments
- 8.) Updates on Zoning & Subdivision Ordinance with FM MetroCOG– Info sent in separate attachment– very large attachment -LMC email with their comments/review -Set up Committee meeting to discuss just this topic – maybe combine with budget meeting
- 9.) Other Business As May Arise
-Autumn Ridge LLC Public Hearing in Sept for housing TIF, Developer will need to do Administrative Subdivision – no application received yet
-Nuisance/Zoning Violation/Complains Update – 603 Second St - old castle rock property
-Knutson email on ice rink used for dog park
-Request to metal detect on rodeo grounds
-Personnel Committee Dept Head Evaluations – 1 left to schedule
- 10.) Adjourn.

Adjourned at 5-25 p.m.

Respectfully submitted, Lisa Jetvig, Clerk Treasurer

CITY OF HAWLEY
CITY COUNCIL COMMITTEE OF THE WHOLE SUMMARY
September 28, 2020

Committee of the Whole meetings are informal discussion style meetings that are open to the public. No official city business is conducted; therefore official minutes are not kept. The summary below is provided for informational purposes only. It has been generated from notes and is not a comprehensive report of Committee of the Whole discussions and events.

Committee of the Whole called to order at 4:30 p.m.

PRESENT: Mayor Joy. Council Members: Eldred & Gunkelman. Mork arrived at 5:05. Asleson was present remotely on GOTOMEETING.

Also present: Police Chief Backlund, Clerk Treasurer Jetvig, Public Works Director Berg and Attorney Baer.

1.) Coronavirus Relief Fund -CARES ACT Spending updated Projects/Expenditures/Quotes – reviewed the updated quotes for Department Head laptops for remote meetings – large difference in price for larger sized – directed that all 3 get the smaller/same size as Council laptops with software for a total of \$3,690.

– Review if need Revised Res 20-29R Authorizing Expenditures – will review again in October when all things authorized have been completed/billed

2.) Public Hearings -Planning Commission Recommendations following Public Hearing On Lake Agassiz CUP – handed out the written up recommendations -Developers Agreement with Lake Agassiz on infrastructure connections was reviewed – Baer thought it was a good idea to have this agreement on the infrastructure being installed in the City street

3.) Fire Hall Addition Construction Timeline –should see the old building demolished yet this week / equipment has been moved onto the site - Fire District special meeting – Oct 21 7:00 to sign the Fire Hall Lease Agreement

4.) PD Proposed Body Cam Policy & Equipment -call for Public Hearing Oct 26 at 6:00 p.m. – some discussion with Attorney Baer on wording of camera use in break/locker rooms, etc. – Backlund did the research with the LMC and Clay County and we are using their recommended language and will monitor

-plan to use forfeiture funds for majority of costs / will need to do by Res after PH in October

5.) 15th Street Otta Seal Repairs & Seal Coat Update -Pay Request Sellin Brothers \$31,445.20 – Gunkelman walked 15th Street with Cavin on Friday – very concerned about the large amount of pearock/chips piled on the edge of the roadway and that has been swept by the contractor into the mowed yard areas of the adjacent homeowners – Gunkelman read a paragraph out of the 2019 Contract Manual for the project where the contractor is required to: “power broom and pick up all the excess and loose chip material 3-7 days after the seal coat has been completed. This is noted in Section 321236 under 3.4.C.” -also concerned about rutting on the east side of the Otta Seal between Meadow & Hillcrest that appears to be from the construction equipment they used on the site for the repairs

6.) Phase 3 Petitions on additional areas: -Res 20-34 Declaring Adequacy of Petition & Ordering Report – Rapat – handed out & noted Sparrow’s comments about another drain feeding into the storm water system that runs under their building and that they want to make a decision about proceeding only after they have the actual costs -Res 20-35 Declaring Adequacy of Petition & Ordering Report – Hawley Retirement Incorporated – handed out & noted Pallansch’s comments that they want to see the cost of the project prior to committing to moving forward

-it was noted that there are drainage issues and culverts that are not draining in the correct directions in the County road right-of-way that is causing most of these storm water drainage issues – County is very difficult to work with on drainage issues

-PFA Award Announcement – Hawley not funded for Phase 3

7.) Public Works Director Updates -Moltzan quote to repair 2 man hole concrete aprons Westgate Dr \$1,600 (need to add to agenda) – they failed as no rebar in the cement

-Equipment updates – authorization to sell equipment (’97 international plow truck) – minimum bid \$7,000 & can advertise for sealed bids for 2-weeks – Joy knows of a ND City that might be interested – can park on lot next to liquor store – would let potential buyer start the truck – but not test drive – selling as is (add to agenda by Eldred)

-summary quotes received on equipment payload & snow pusher – Berg handed out a large packet on details for several wheel loaders and snow pushers – there was a lengthy discussion on leases, buying outright, warranty, estimated hours used per year (mostly in the winter months), desire to trade in at intervals – Berg recommended buying the JD 544L 174 HP for \$162,820 with the Arctic Sectional Snow Pusher 14’ at \$11,217 – we have funds in hand to make this purchase – only 1 of the loaders has been test driven – committee asked to have all the machines test driven & more information gathered (they agreed on the snow pusher recommendation)

8.) MN Alcohol & Gambling Enforcement request for City to educate liquor licensees about the required permit if serving after 1:00 am – Chief Backlund noted that we do not have any issues with our liquor license holders serving after 1 that he is aware of – we believe that COVID-19 has been very hard on our local establishments - we will not be sending out any letters at this time

9.) FM MetroCOG draft letter regarding unacceptable work on City Zoning Ordinance & Subdivision Ordinance – Staff close to completing the multiple page letter to Executive Director Cindy Grey – will send out draft to Councilmembers

10.) Other Business As May Arise -Scheduling other Nelson Applications 10-12-20 meeting

-Property Loss at Ball Diamonds – as we insure the buildings we turned in claim and are seeking quotes to repair window & door

-Employee Recognition Event? -Personnel Committee Dept Head Evaluations – 1 left to schedule – not discussed

-Joel Sellin email regarding walk bridge in trailer court being made handicapped accessible – City is scheduled to do minor maintenance on bridge end but no plans to “improve” the existing bridge – no sidewalk/path to/from the bridge, just a crossing - future project of Buffalo River dike to Army Corps of Engineers standards

11.) Adjourn.

Adjourned at 5:26 p.m.

Respectfully submitted, Lisa Jetvig, Clerk Treasurer

**CITY OF HAWLEY
SEPTEMBER 2020**

FUND	PETTY CASH	CD'S	4 M MM INVEST SVG	CHECKING ACCOUNT	FUND BALANCE	PREVIOUS FUND BALANCE
101 GENERAL FUND	\$999.00	\$502,660.91	\$3,032,316.39	\$25,374.72	\$3,561,351.02	\$3,167,796.38
225 AIRPORT FUND	\$0.00	\$0.00	\$71,298.02	\$240.51	\$71,538.53	\$72,468.78
230 REVOLVING BES	\$0.00	\$0.00	\$10,500.00	\$3,189.43	\$13,689.43	\$12,692.64
250 TIF RDO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
251 TIF CRETEX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
252 TIF GN PROP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
253 TIF DAVIS TIRE	\$0.00	\$0.00	\$0.00	(\$0.01)	(\$0.01)	(\$0.01)
302 CLINIC FUND	\$0.00	\$0.00	\$23,130.25	\$2,820.07	\$25,950.32	\$23,375.16
322 PFA WATER	\$0.00	\$0.00	\$194,077.46	\$512.28	\$194,589.74	\$194,565.48
323 PFA SEWER	\$0.00	\$0.00	\$150,648.59	\$412.02	\$151,060.61	\$151,042.08
325 PFA WTR 2	\$0.00	\$0.00	\$11,834.30	\$1,766.05	\$13,600.35	\$13,599.03
326 PFA SWR 2	\$0.00	\$0.00	\$1,248.44	\$1,159.64	\$2,408.08	\$2,408.08
328 11 ST REBUILD	\$0.00	\$0.00	\$95,186.40	\$615.20	\$95,801.60	\$95,790.60
329 13 CRETEX/HY 10	\$0.00	\$0.00	\$238,279.35	\$287.46	\$238,566.81	\$238,500.18
330 BOND TIF	\$0.00	\$0.00	\$59,003.70	\$462.64	\$59,466.34	\$59,460.84
333 AUTUMN BOND	\$0.00	\$0.00	\$11,936.91	\$184.51	\$12,121.42	\$12,121.42
334 NAT LN '17 BD	\$0.00	\$0.00	\$48,580.72	\$478.93	\$49,059.65	\$49,054.15
447 PHASE 3	\$0.00	\$0.00	\$0.00	(\$669.68)	(\$669.68)	(\$669.68)
601 *WATER FUND	\$0.00	\$0.00	\$183,273.06	\$4,156.13	\$187,429.19	\$154,093.52
602 SEWAGE FUND	\$0.00	\$93,310.31	\$603,655.27	(\$2,081.72)	\$694,883.86	\$685,142.92
603 GARBAGE FUND	\$0.00	\$10,500.00	\$239,103.04	(\$820.76)	\$248,782.28	\$251,457.16
604 *ELECTRIC FUND	\$469.69	\$333,430.16	\$610,737.67	\$11,657.34	\$956,294.86	\$1,416,527.48
605 *GAS FUND	\$0.00	\$305,180.93	\$587,313.12	\$3,947.67	\$896,441.72	\$902,008.34
609 LIQUOR FUND	\$1,084.00	\$0.00	\$68,005.50	(\$4,820.35)	\$64,269.15	\$69,096.94
651 *DEPUTY REG FD	\$250.00	\$0.00	\$128,082.68	\$987.60	\$129,320.28	\$125,656.14
655 STM WTR UTIL	\$0.00	\$0.00	\$249,677.59	(\$7,725.10)	\$241,952.49	\$232,605.53
805 FIRE DISTRICT	\$0.00	\$0.00	\$57,653.92	\$32,587.50	\$90,241.42	\$89,682.13
807 ER DISTRICT	\$0.00	\$0.00	\$0.00	\$1,036.98	\$1,036.98	\$14,786.98
TOTAL	\$2,802.69	\$1,245,082.31	\$6,675,542.38	\$75,759.06	\$7,999,186.44	\$8,033,262.27

SEPTEMBER 2020

<u>MONEY MARKET CERTIFICATES</u>	<u>MATURITY</u>	<u>RATE</u>	<u>ACTUAL BALANCE</u>
101 GENERAL FUND			
<u>INVESTMENT SVNGS #24 VAL PREM</u>			
-GENERAL			\$1,274,756.20
-LEVY REDUCTION			\$33,089.00
-SEAL COAT			\$151,459.10
-STREET PATCHING			\$194,700.00
-SIDEWALKS			\$48,100.00
-TRACTOR/BLOWER			\$109,700.00
-LAWN MOWER			\$6,600.00
-PUBLIC WORKS VEHICLE			\$15,000.00
-PARK - BREKKEN			\$1,256.38
-PARK BD SINKING FUND			\$116,320.00
-PARK - DISC GOLF			\$2,000.00
-PARK DONATION - RESTRICTED			\$11,759.00
-POLICE - NIGHT TO UNITE			\$2,640.55
-POLICE - VEHICLE			\$28,050.00
-POLICE BUILDING			\$10,000.00
-FIRE BUILDING			\$137,000.00
-TORNADO SIREN			\$21,500.00
-ZONING COMPREHENSIVE PLAN			\$2,960.00
-BUILDING DEMOLITION			\$19,500.00
-LIBRARY			\$15,180.00
-COMMUNITY CENTER			\$19,200.00
-RIVER REMEANDER PHASE 3 DIKE			\$20,000.00
-ECONOMIC DEVELOPMENT			\$31,800.00
-HEALTH SAVINGS ACCT			\$49,100.00
-PROSECUTION			\$8,500.00
-PHASE 3 INFRASTRUCTURE PROJ			\$375,000.00
INVESTMENT SVNGS #13 BELL			\$220,377.44
4M FUND MONEY MARKET (101)			\$106,768.72
#16 VALLEY PREMIER	6/10/2021	1.75%	\$97,500.00
#17 VALLEY PREMIER	6/10/2021	1.75%	\$150,000.00
#74 VALLEY PREMIER	11/30/2020	1.35%	\$152,711.46
#653 BELL BANK	5/8/2021	1.50%	\$102,449.45
			<u>\$3,534,977.30</u>
225 AIRPORT FUND			
<u>INVESTMENT SVNGS #24 VAL PREM</u>			
			\$71,298.02
			<u>\$71,298.02</u>
230 REVOLVING BES			
<u>INVESTMENT SVNGS #24 VAL PREM</u>			
			\$10,500.00
			<u>\$10,500.00</u>
302 CLINIC FUND			
<u>4M FUND MONEY MARKET (101)</u>			
			\$10,103.94
<u>INVESTMENT SVNGS #24 VAL PREM</u>			
			\$13,026.31
			<u>\$23,130.25</u>
322 '06 PFA WATER			
<u>INVESTMENT SVNGS #106 VAL PREM</u>			
			\$194,077.46
			<u>\$194,077.46</u>
323 '06 PFA SEWER			
<u>INVESTMENT SVNGS #106 VAL PREM</u>			
			\$150,648.59
			<u>\$150,648.59</u>
325 PFA WTR 2			
<u>INVESTMENT SVNGS #106 VAL PREM</u>			
			\$11,834.30
			<u>\$11,834.30</u>
326 PFA SWR 2			
<u>INVESTMENT SVNGS #106 VAL PREM</u>			
			\$1,248.44
			<u>\$1,248.44</u>
328 '11 STREET REBUILD			
<u>INVESTMENT SVNGS #24 VAL PREM</u>			
			\$95,186.40
			<u>\$95,186.40</u>
329 '13 CRETEX/HWY 10			
<u>INVESTMENT SVNGS #24 VAL PREM</u>			
			\$162,777.78
<u>INVESTMENT SVNGS #13 BELL BANK</u>			
			\$75,501.57
			<u>\$238,279.35</u>

330 BOND TIF

INVESTMENT SVNGS #24 VAL PREM

\$59,003.70

\$59,003.70**333 AUTUMN VIEW BOND**

INVESTMENT SVNGS #24 VAL PREM

\$11,936.91

\$11,936.91**334 NATURE LN '17 BOND**

INVESTMENT SVNGS #24 VAL PREM

\$48,580.72

\$48,580.72**601 WATER FUND**

INVESTMENT SVNGS #24 VAL PREM

\$166,905.63

INVESTMENT SVNGS #13 BELL BANK

\$16,367.43

\$183,273.06**602 SEWER FUND**

INVESTMENT SVNGS #24 VAL PREM

\$492,749.03

INVEST SVNGS #250 - SINKING FUND

\$110,081.80

4M FUND MONEY MARKET (101)

\$824.44

#16 VALLEY PREMIER

06/10/2021

1.75%

\$42,000.00

#600 VALLEY PREMIER

09/04/2021

0.40%

\$51,310.31

\$696,965.58**603 GARBAGE FUND**

#16 VALLEY PREMIER

06/10/2021

1.75%

\$10,500.00

INVESTMENT SVNGS #24 VAL PREM

\$239,103.04

\$249,603.04**604 ELECTRIC FUND**

#43 BELL STATE BANK

7/10/2021

0.55%

\$107,230.71

#51 VALLEY PREMIER

03/12/2021

1.50%

\$123,750.00

#653 BELL BANK

5/8/2021

1.50%

\$102,449.45

INVESTMENT SVNGS #24 VAL PREM

\$83,754.22

INVESTMENT SVNGS #13 BELL BK

\$221,139.70

4M FUND MONEY MARKET (101)

\$135,543.89

4M FUND MONEY MARKET (102)

\$170,299.86

\$944,167.83**605 GAS FUND**

#51 VALLEY PREMIER

03/12/2021

1.50%

\$151,250.00

#600 VALLEY PREMIER

09/04/2021

0.40%

\$153,930.93

4M FUND MONEY MARKET (102)

\$30,130.40

INVESTMENT SVNGS #13 BELL BK

\$506,316.74

INVESTMENT SVNGS #24 VAL PREM

\$50,865.98

\$892,494.05**609 LIQUOR FUND**

INVESTMENT SVNGS #24 VAL PREM

\$68,005.50

\$68,005.50**651 DEPUTY REGISTRAR FUND**

INVESTMENT SVNGS #13 BELL BK

\$61,662.67

INVESTMENT SVNGS #24 VAL PREM

\$66,420.01

\$128,082.68**655 STORM WTR UTILITY**

INVESTMENT SVNGS #24 VAL PREM

\$239,319.02

INVESTMENT SVNGS #13 BELL BANK

\$10,358.57

\$249,677.59**805 FIRE DISTRICT**

DIST RESTRICTED CAPITAL EQUIP

INVEST SVNGS #65

\$20,151.86

DISTRICT CAPITAL EQUIPMENT

INVEST SVNGS #24

\$37,502.06

\$57,653.92**TOTAL****\$7,920,624.69**

**SUMMARY SHEET
SEPTEMBER 2020**

BELL STATE BANK INVEST SVNGS	\$1,111,724.12
VALLEY PREMIER INVEST SVNGS	\$5,110,147.01
4 M MONEY MARKET	\$453,671.25
CD'S	\$1,245,082.31
TOTAL	<u><u>\$7,920,624.69</u></u>

CHECKING ACCOUNTS

VALLEY PREMIER	CHECKING	\$40,126.38
-POLICE RESTRICTED CASH-DUI		\$13,922.67
-POLICE RESTRICTED CASH-DRUGS		\$3,703.60
BELL STATE BANK	CHECKING	\$18,006.41
TOTAL		<u><u>\$75,759.06</u></u>

PETTY CASH	\$2,152.69
CHANGE FUND DRAWERS	\$650.00
TOTAL	<u><u>\$2,802.69</u></u>

TOTAL OF ALL CITY FUNDS	<u><u>\$7,999,186.44</u></u>
------------------------------------	------------------------------

From: West Central Initiative <livewideopen@wcif.org>
Sent: Wednesday, October 7, 2020 3:29 PM
To: ljetvig@ci.hawley.mn.us
Subject: WCI Email News for Oct. 2020



[View online.](#)



Will Steger, Kevin Kling set for Virtual Annual Meeting Nov. 4

World explorer Will Steger and storyteller Kevin Kling headline West Central Initiative's Annual Meeting on **Wednesday, November 4, starting at 6:30 p.m.**

Yes, it's the day after the election - why not?

[Kevin Kling](#) thoroughly entertained the annual meeting audience last year, so we're bringing him back along with his good friend [Will Steger](#). Plus special musical guest [Chuck Suchy](#)!

Watch for an email notice and the WCI website on details to register for this event with the theme ***What We Go Through, We Grow Through.***

McKnight is Now Accepting Applications for their Vibrant and Equitable Communities Grant Program

The McKnight Foundation is now accepting applications for their Vibrant and Equitable Communities Grant Program.

McKnight developed this program because equity is a powerful force multiplier that enriches the quality of life for all Minnesotans. We all benefit when we promote equitable opportunity and access for residents across Minnesota, especially those who have historically not fully shared in our state's storied economic, educational, and civic success—such as Black Minnesotans, Indigenous communities, Minnesotans of color, and low-income Minnesotans. The program goal is to "Build a vibrant future for all Minnesotans with shared power, prosperity, and participation."

Go to the McKnight website [HERE for more details](#). Hurry! Deadline is October 15th!

Now Available Thru Oct. 31: Early Care & Education Wrap-Around Grants

The CARES GEERS funding through West Central Initiative is available for programs that serve, care for and educate young children (ages birth to 8), located in Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin Counties, and including the area of White Earth Nation located within Becker County.



This grant program is available to build programs stronger, in their response to COVID-19. It is not designed to offset lost income.

Grants of up to \$10,000 are available for licensed family providers with five or more school-age children, center-based child care, human services organizations, school-based programs, school-age care programs and mental & dental health services.

[Click HERE](#) for more details on our WCI website!



Resiliency Fund Grants to Open

In keeping with the WCI vision, grantmaking will focus on two areas this fall.

The first area will support pandemic response efforts that promote an equitable region - particularly racial equity. Grants will be awarded to organizations that serve and/or are led by Black people, Indigenous people, and people of color (BIPOC).

The second area will support the pandemic response efforts of organizations leading positive change in the area of sustainable development, with an emphasis on agriculture and food systems and climate change. Both of these areas tie directly to the United

Nations Sustainable Development Goals, the heart of WCI's strategic plan.

We also should note that the Resiliency Fund has evolved to include participatory grantmaking. Decision-making power will be shared with the most competent voices – the people most affected by, and active in, the work. A small group of respected peers in each of the two focus areas help determine the shape of the grant program, identify selection criteria, broadcast the grant opportunity widely, and ultimately make the grant funding recommendations.

These community partners will help determine the awards for this pilot grant round, and should be announced by December 18, 2020. Details and the application pages will be posted on the WCI website by mid-October.



One Community! New Video Series Highlights the Many Ways WCI Works with Communities

What does WCI's work with communities look like in its nine county region? How can WCI work with YOUR community?

This year our friends at [AMS Digital Productions](#) helped produce stories showing ten different ways WCI helped one community - Battle Lake. Just before the pandemic, we invited townfolk to watch what we created and 100% of those in attendance learned something new!

We invite you to learn something new about WCI's work - it just might surprise you! Go to our website, and click the "What We Do" menu item. Or simply [CLICK HERE](#) to see the page!

Share this email:



West Central Initiative

PO Box 318 | Fergus Falls, MN | 56538 US

[Manage your preferences or opt out.](#)

Got this as a forward? [Sign up](#) to receive our future emails.

This email was sent to ljetvig@ci.hawley.mn.us.
To continue receiving our emails, add us to your address book.

[View this email in your browser](#)



September 2020

GMPT Annual Meeting is just coming up Oct. 21

What a year it has been. Now that summer is officially over and we have moved into fall, the Greater Minnesota Parks and Trails Annual Meeting is upon us.

As with the rest of the crazy year, we have had to make some adjustments for 2020. Instead of meeting in person, we will host the meeting virtually through Zoom, there is no fee, and we will start at 10 a.m. Erika Rivers with the Department of Natural Resources will join us to provide an update on how COVID-19 has impacted the DNR and its operations. She will dedicate some of her time for questions. Renee Mattson with the Greater Minnesota Regional Parks and Trails Commission will provide an update on what they have been up to throughout the year and the outlook for 2021. We will also have some highlights of the past year, a discussion of upcoming activities, and the election of our board and officers.



We look forward to seeing you -- at least from the shoulders up -- on Oct. 21! Here are the meeting details:

Greater Minnesota Parks & Trails Annual Meeting

Date: Wednesday, Oct. 21

Time: 10 a.m.

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Meeting ID: 835 1287 5370
Passcode: 319525
Or join by phone: +1-312-626-6799

GMPT Survey: We need your input!

Thank you to everyone who filled out our GMPT Fall 2020 Survey. If you have not yet done so, please fill out this quick, 5-10 minute survey to provide input on our legislative work, communications initiatives and membership recruiting. The survey can be found [here](#).



The survey responses will help us prepare our goals and priorities for the upcoming legislative session and into the future.

Board elections – Seeking nominations

At the upcoming membership meeting on Oct. 21, the GMPT will elect officers and board members for certain districts. The positions of chair, vice chair, treasurer and secretary will all be on the ballot, as will board positions from District 1, District 3 and District 5. The districts mirror the districts of the Greater Minnesota Regional Parks and Trails Commission, which can be seen [here](#).

**NOMINATIONS
NOW OPEN**



Several board members have indicated a willingness to serve again, but positions are open to all members of our organization. If you are interested in serving, please contact Marcia Larson, chair of the nominations committee, at marcia.larson@ci.bemidji.mn.us.

Member Highlight: Woodland Trails Regional Park

Woodland Trails Regional Park is a 427-acre park located in the heart of the Elk River and is the crown jewel of the Elk River park system because of its dynamic forested topography and superb trail system. The City of Elk River 2015 Parks and Recreation Master Plan survey



identified Woodland Trails as the city's most-visited park. It was acquired in phases over the past 30 years with the use of park dedication funding, federal Land and Conservation Fund proceeds, and general tax levy funds. Woodland Trails Park was recently expanded to include

The natural open space at Woodland Trails Park consists of rolling woodland forests, wetlands, and restored tall-grass prairie. The upland hills create a topography of 150 feet of elevation change with slopes ranging from 3% to 35%.



The park includes a trail system with more than seven miles of mowed green paths and nearly eight miles of paved trails, including the Great Northern Trail, a 4.75-mile regional trail that begins at County Road 1 and runs through the park before continuing north to the city corporate limit. The Great Northern Trail was constructed on a rail-to-trail corridor functioning as the trail system spine, connecting local trails, neighborhoods, schools, parks, and eventually, to its south to downtown Elk River. It is in a scenic natural setting defined as a greenway perfect for walkers, hikers, bikers, skaters, and cross-country skiers.

Connectivity to regionally significant destinations to the north of Elk River is one of the priority strategies for the trail in the recent master plan. Elk River is collaborating with Sherburne County, Livonia Township, and the cities of Zimmerman and Princeton to extend the trail north which would include a connection to the Sherburne National Wildlife Refuge and Sand Dunes State Forest. The trail extension is considered a regional priority.

During the winter months as the trails become covered with snow, crews of volunteers led by the Woodland Trails Park Steward groom ski trails using four city-provided snowmobiles. Woodland Trails Park has a regional reputation as one of the best-groomed ski facilities well known by skiers of central Minnesota, including the metro area. In all, there are over nine miles highly groomed trails with three miles of trail groomed for snowshoe and walking trails and two miles groomed for combined ski and walking trails. The official Park Trail Steward volunteer has enlisted volunteers to clear trees and non-native brush to enhance the overall trail system. The volunteers built and continue to maintain over 15 miles of trails.

The Greater Minnesota Regional Parks and Trails Commission (GMRPTC) designated Woodland Trails Regional Park as a Regionally Significant Park in August 2016. The City Parks and Recreation Department submitted a grant application to the GMRPTC and was successfully awarded our full request of \$362,000. The approved park project will consist of the installation of a children's nature play area, a picnic shelter capable of accommodating groups of approximately 50 people, trailhead improvements and wayfinding signage and upgrades to the biathlon range to incorporate archery.

Learn more about Woodland Trails Regional Park at

<https://www.elkrivernm.gov/Facilities/Facility/Details/Woodland-Trails-Park-31>.

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Thank you to those who have submitted your programming ideas! We are still seeking more ideas to add to our website so our members from around the state can learn from each other and share ideas. Your ideas don't have to be extravagant -- even if you just have one new idea that you would like to share, we want to hear from you!



We simply want to know what you're trying, what's working well, or what ideas you may have moving forward. We will also be working with the Greater Minnesota Regional Parks and Trails Commission (GMRPTC) to provide another outlet for idea sharing.

Information can be given in a number of ways. You can share your information by PowerPoint, video clip, website link, or just a bullet list of ideas! Here are a few examples:

- [Video from Oxbox Park in Olmsted County.](#)
- [PowerPoint from Bemidji Parks & Recreation.](#)
- [Web page from the Minnesota Department of Natural Resources.](#)

Whatever format you choose, please send your information to us at greatermnparkstrails@gmail.com.

Update from the Greater Minnesota Regional Parks & Trails Commission

Below is a message from GMRPTC Executive Director Renee Mattson. You can reach her at renee.mattson@gmrptcommission.org.

Happy Fall! Leaves are turning and pumpkins are out, it's a great time to enjoy the many beautiful trails in Greater Minnesota.

This month you'll meet the last of our five new Commissioners: **Jen Foley**, our At-Large Commissioner who hails from St. Cloud.



After a lifetime of enjoying the outdoors and all the beauty and wonder that Minnesota has to offer, Jen became a Minnesota Master Naturalist in 2016, following in her dad's footsteps. As the daughter of a biology teacher who taught classes on the animals and plants of Minnesota, every time Jen takes a class or goes on a hike, she is humbled at how much more there is to learn, even after so much education.

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experience in higher education, with more than 15 years as a sports information director at Division I and Division II schools.

We're pleased to welcome Jen to the Commission and look forward to working with her in this new role of At-Large Commissioner!

New Pop-Up Display Kits Available

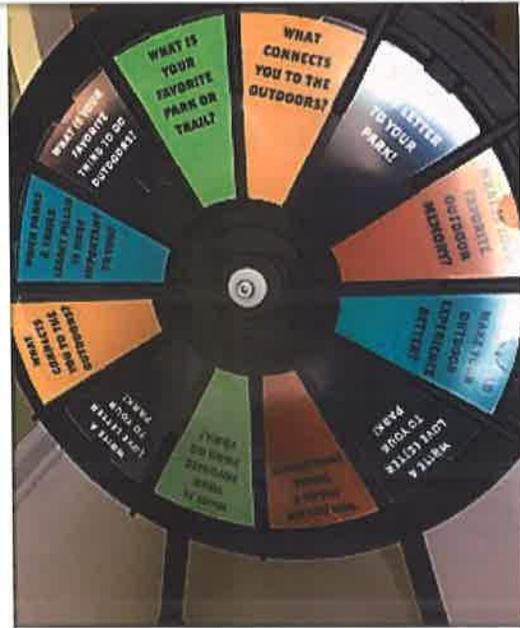
The Parks and Trails Legacy Advisory Committee has developed an exhibit display kit intended to be used at events, festivals, and all types of public gatherings around our parks and trails. The kits are the brainchild of long-serving PTLAC member Bob Bierscheid and were seen through to fruition by PTLAC Legacy Specialist Margaret Krueger and Darin Newman, a principal planner at the DNR.

Each of the partner agencies, Greater Minnesota Regional Parks & Trails Commission, DNR and Metropolitan Council have one of the kits which we will be deploying over coming months to test and refine before ordering a larger quantity.

Kits will be available for use by any of our designated parks and trails at events, festivals or any other marketing opportunities. The kits come with instructions, a display stand for event-specific information and carrying cases. When assembled, the components of the kit include:



Large Display Banner



Wheel of Fortune Game



Two-sided banner



Two-sided banner – side view

Fiscal Year 2022 Funding Application Update

The Commission the 2020 received 14 funding applications for \$9,399,783 in grants for projects totaling \$12,389,302.

The breakdown of requests by district:

District 1 - \$1,919,724

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District 4 – \$1,249,282

District 5 - \$839,300

District 6 - \$1,365,932

The 14 applications are fewer than the typical 21-24 applications normally received, and the total dollar amount of requests is lower as well. This was not unexpected given the financial impact the pandemic has had on municipalities across the state and across the country.

We will provide updates as the Commissioners continues to review and analyze the applications.

Important Dates

- October 21 - Membership meeting



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Our mailing address is:

Greater Minnesota Parks & Trails
c/o Flaherty & Hood, P.A.
525 Park St.
St. Paul, MN 55103

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Visit us online at greaterminparksandtrails.org.

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Lisa Jetvig

From: West Central Minnesota Small Business Development Center <sbdc@cord.edu>
Sent: Thursday, October 1, 2020 9:13 AM
To: ljetvig@ci.hawley.mn.us
Subject: WC MN SBDC Newsletter for October 2020



The West Central MN SBDC Newsletter

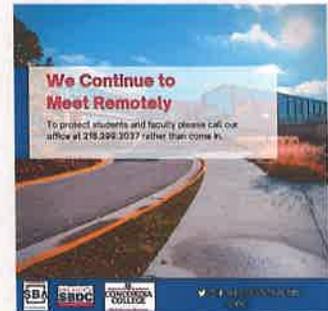
West Central MN SBDC

We serve in Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin counties in West Central Minnesota, offering no fee one-on-one business consulting services to start-ups, existing and expanding businesses.

You can register for consulting services by clicking the "Register" link on the home page of our website.

We request that you avoid dropping into our office at this time, in an effort to keep Concordia College students and faculty safe as classes resume.

Please call our office at 218.299.3037 or send us an email at sbdc@cord.edu, if you'd like to reconnect.



4 Simple Things You Can Do to Stabilize Your Small Business Right Now

It has been a challenging year for small businesses around the world. With limitations on how businesses can operate, many are struggling to stay afloat as they do not have large cash reserves and need the reliable monthly revenue that may not be coming in right now. However, challenge brings with it opportunity, Covid-19 brings with it the opportunity for small businesses to adapt and keep their business profitable. These are a few ways businesses can make that happen.



- Keep your customers up to date. One easy way for businesses to succeed is to have an area on their website or on their door in person that explains their current operations and rules at this time.
- Offer new products and services in exchange for currently unavailable ones. If some services are not currently available, seek other ones that are. Be creative.
- Focus on online more than ever. Virtual parts of business have never been more important than they are right now.
- Keep a close tab on business expenses. Less traffic for business means less revenue, take this into account when budgeting.

As we have no idea how long this pandemic will last, all small businesses should work to implement these ideas in order to protect their small business as well as possibly open a new door to profits in the future. Keep in mind these bullet points just give a glimpse into the idea and there is plenty more to read about how to run your business in the full article.

To learn more about how to prioritize your business goals, attend our webinar "**What's Important Now**". See more information in our Webinars section below.

[Read more about stabilizing your small business in Entrepreneur.](#)

Tips for Small Business Saturday 2020: Considering the Covid-19 preventive measurements

There's no doubt that small businesses have been impacted greatly by Covid-19. However, it doesn't mean there aren't opportunities. Small Business Saturday is less than two months away. Now is the

perfect time to re-evaluate your business plan, marketing strategy, selling methods and safety precautions to better serve your customers. Here are some essential suggestions to consider this Small Business Saturday.

**The SBDC does not endorse or represent any party connected to the links we share in this story. **



Offer Online Shopping

With growing concerns about health safety, online shopping is in great demand. Developing an online selling platform could benefit your business not only during the pandemic, but also in the long term, would open more opportunities for reaching wider audience and markets. More information on "How to start selling online?" found [3dCart](#).



Social Media Marketing

Marketing through social media is one of the most versatile and cost-effective strategies that small businesses can use to reach their target audience and boost sales over time. "According to Statista, 70% of the U.S. population has at least one social media profile". With so many consumers using social media every day, this presents a great opportunity for small businesses who want to reach their online audience. More information on "How to improve social media marketing?" found in [LyfeMarketing](#).



Curbside Pick-Up

It is important that you keep yourselves and community



Promotion Ideas

Having a sale is easy enough for a small business: Take a service or product, discount it, get new customers, bring in more money. But in practice, sales promotions involve a high level of strategy and psychology that even the biggest brands sometimes get wrong. So, how can a small business promote itself?

Some types of promotions are:

- flash sales
- buy one, get...
- coupons or discounts
- giveaways or free samples
- recurring sales
- tripwires

Learn more about the promotion types and download free guide at [KEAP](#).

NOTE: it is crucial to choose a type of promotion that fits your business.

Contactless Payment (CP)

In the "new normal" different methods of operations are implemented that help to enhance the preventive measures against the virus. And, one of them is contactless payment which enables customers to pay from distance and quicker. Some benefits of having CP are:

- shorter time spent on check-outs
- Shorter queue lines
- Easier to follow social distancing
- Limit time spent sanitizing the machine that was used by the customer

safe while performing your business. Having curbside pick-up could limit the contact and at the same time provide customers with a safe shopping experience, with no additional shipping costs. Learn more on how to set-up a curbside pick-up in **Entrepreneur**.



Resources for SBS

Register for an immersive **virtual event** designed to help business owners like yourself expand their network, engage in interactive workshops, and get motivated by influential entrepreneurs.

Add your business on the **Shop Small Map** and receive resources for SBS.

Learn more in
the article by
Forbes.

Webinars from WC MN SBDC and our SBA Resource Partners

Webinars

What Will Small Business Saturday Look Like in 2020?

Everything about 2020 looks different, especially for small business. Jump into your holiday season with WC MN SBDC consultant Shannon Berns as she walks you through how you can make the most of this event and maximize your sales and offerings.

Wednesday, October 7, 2020 from 9 - 10 AM

[Registration Link](#)

Products and Offers

Learn how to put together the right product with the right offer to get customers in your door and to keep them coming back. These techniques will be helpful for both your brick and mortar shops as well as your on-line shops.

Wednesday, October 14, 9 - 10 AM

[Registration Link](#)

What's Important Now

With new demands on business, such as supply chain issues, new health/safety standards, increased demands on employees (such as sick days and childcare) and feeling cash strapped, it can be hard to know where to begin. Join MN SBDC consultant, Deb McGregor as she walks you through a three step process of prioritizing, releasing and delegating to help you decide and act on what's important now.

Wednesday, October 21, 2020 from 9 - 10 AM

[Registration Link](#)

Webinar Recordings

Strategic Marketing During a Crisis

5 things you can do right now as part of your marketing plan during this crisis with Deb McGregor, Marketing Consultant with the MN SBDC.

[View Strategic Marketing During a Crisis recording Here.](#)

Building Strategic Partnerships



Find ways to use strategic partnerships to help your business not only survive, but thrive during COVID. Presented by Deb McGregor along side the University of MN Crookston and NW MN SBDC.

[View Strategic Partnership Webinar Recording Here.](#)

* * * * *

Some Webinars from the MN & ND SBA and SBA Resource Partners

Cybersecurity, SBA, MN PTAC, ND PTAC and SD PTAC,
October 6, 9 AM

[Register Here](#)

Doing Business with the VA & Veteran Verification, SBA,
MN PTAC, ND PTAC and SD PTAC, November 3, 9 AM

[Register Here](#)

Small Business Innovation Research

SBA, MN PTAC, ND PTAC and SD PTAC, December 1, 9 AM

[Register Here](#)

WC MN SBDC Events

Business Builders Workshops

We've teamed up with our North Dakota SBA partners (ND SBA, ND SCORE, ND SBDC and ND WBC and VBOC of the Dakotas) to provide monthly Business Builders Workshops!

All Business Builders workshops are currently being held online.

Cybersecurity in Today's World

Presentation by: Eric Giltner, Grand Forks Senior Area Manager for SBA, and Nicole Evans, Grand Forks Center Director for SBDC

Cybersecurity is more important than ever. Join Eric Giltner, Grand Forks Senior Area Manager for SBA, and Nicole Evans, Grand Forks Center Director for SBDC, as they cover some of the recent headlines, myths, challenges, threats, and facts regarding cybersecurity. They will also discuss how to manage your cybersecurity requirements for your small business.

October 13, 2020 3:30 PM

[Webinar Registration Link](#)

Building a Home Based Business



**Presentation by: Wendy Klug, VBOC of the Dakotas
Program Manager**

2020 has thrown many curve balls and we know that the future of work and businesses will look different in a new normal. As times are changing, home-based business are continuing to become a more favorable option. Whether you are looking to turn your hobby into a home-based business or you are looking to relocate your office to your home, this webinar is for you!

Wendy Klug, VBOC of the Dakotas Program Manager, will share with you some key points on what it takes to run a small business from home. From tax deductions to using your home address online as a place of business, there are many things to think about. Wendy will cover the good, the bad, and the ugly.

November 3, 2020 3:30 PM

[Webinar Registration Link](#)

Business Plan Review - Get Ready for the New Year!

Description coming soon . . .

December 8, 2020 3:30 PM

[Webinar Registration Link](#)

Social Media Foundations

Presentation by: Christy Dauer from ND WBC

This course from SBA Resource Partners covers foundational social media skills. The one-hour webinar is divided into an action packed takeaways for your social media. It starts with an introduction to the most popular channels for business and ends with question and answer time.

[View Recording of Webinar Here](#)

Succession Planning

**Presentation by: Marissa Nehlsen, Founder and CEO of
Freedom Financial**

Is your business bullet-proof? Freedom Financial Founder and CEO Marissa Nehlsen will teach you about the structures, strategies, and systems your business needs to be successful in the long-run. Fr She'll cover the questions you should be asking your team, your accountant, and your bookkeeper. Marissa will also discuss the why, what, and how to prepare for the three phases of business and what you need to consider to buy, sell, or move your business in any economic time.

[View Webinar Recording Here](#)

Cash Flow Fundamentals

Presentation by: Matt Magness from WC MN SBDC

Increasing your cash flow increases your resiliency as a business. Join WC MN SBDC Executive Director Matt Magness as he walks you through the fundamentals of understanding cash flow and how your business can better manage it.

[View Webinar Recording Here](#)

Business Builders Workshop BONUS: Building Your Funding Stream

Presentation by Scott Holdman and Christy Dauer

Different times requires different thinking and with an increase in demand or dip in contribution sources. It time to rethink how we are funded.

This interactive session will provide you with practical tools and resources to build more than one revenue stream to fund your mission.

September 15, 2020 3:30 PM

[View Recording of Webinar Here](#)

#SBA #BusinessBuildersWorkshops #NorthofNormal #LiveWideOpenMN

To see more about these and other workshops we participate in, see this page.

Certified Exit Planning Advisors on WC MN SBDC Staff

Two of our team are Certified Exit Planning Advisors through The Exit Planning Institute.

According to the Exit Planning Institute, "the Value Acceleration Methodology™ is the process taught at the CEPA Program which integrates exit strategy into business, personal, and financial goals of the business owner."

If you would like advice on planning your exit strategy, get started early and talk with Matt or Bill about your goals.

Call our office for more information. 218.299.3037.



Minnesota Small Business Resources during COVID

Below are general guidelines from the state of Minnesota on industry changes during the pandemic.

[General Guidance for all MN Businesses](#)

[Guidance for MN Restaurants and Bars](#)

[Guidance for MN Personal Care Services/Salon](#)

[Guidance for MN Places of Worship](#)

[Guidance for MN Retail](#)

[Guidance for Schools and Childcare](#)

[Guidance for Healthcare](#)

[Guidance for Food & Agricultural](#)

[Guidance for Construction](#)

[Guidance for Manufacturing](#)

[Guidance for Sports](#)

[Guidance for Gyms, Studios and Fitness Centers](#)

[Guidance for MN Drive-In Gatherings](#)

[Guidance for Grocery and Convenience Stores](#)

[Guidance for Transportation, Distribution and Delivery](#)

[Guidance for Custodial and Janitorial](#)

[Guidance for Disabilities and Behavioral Health Services](#)

[Guidance for Entertainment](#)

[**Wear Your Mask Poster link**](#)



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- Bell Bank
- City of Moorhead
- City of Perham EDA
- Midwest Minnesota Community Development Corporation
- Northwestern Bank
- Offutt School of Business, Concordia
- Roll-A-Ramp
- United Community Bank
- West Central Initiative
- West Tool & Design, LLC

Thank you! We couldn't do this without you.

[Learn More](#)



West Central MN SBDC
901 8th St. S.
Moorhead, MN 56560
(218) 299-3037
SBDC@cord.edu
westcentralsbdc.com



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CITY OF HAWLEY, MN

All meetings are posted as Committee of the Whole Meetings - a quorum of the Councilmembers may be present.

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 4:30 Committee of the Whole 5:30 Council	13 5:00 Committee of the Whole	14	15	16	17
18	19	20 4 - 6 Rural Cities & County Roundtable at Law Enforcement Center Mhd	21 2:00 PUC mtg 7:00 Fire District Special Meeting - Fire Hall Lease	22	23	24
25	26 4:45 Committee of the Whole 5:30 Council 6:00 PH on Body Cam Units	27	28 5:00 EDA/EDA Advisors	29	30	31

CITY OF HAWLEY, MN

All meetings are posted as Committee of the Whole Meetings - a quorum of the Councilmembers may be present.

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	6:00 Public Improvement Hearings Petitioned Projects 6:00 Special Council mtg – Ordering Impr -Receive & Approve Plans & Spec & Authorize Bids	2 3 State General Election Polls Open 7 am to 8 pm	4	5	6	7
8	4:45 Committee of the Whole 5:30 Council Canvass City Election Results	9 10	11 Holiday	12	13	14
15	16	17	18	19	20	21
22	4:45 Committee of the Whole 5:30 Council	23 24	25	26 Holiday	27 Holiday	28
29	30					

CITY OF HAWLEY, MN

All meetings are posted as Committee of the Whole Meetings - a quorum of the Councilmembers may be present.

December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 4:45 Committee of the Whole 5:30 Council 6:00 Subsequent Levy Hearing	8	9	10	11	12
13	14	15	16	17	18	19
20	21 4:45 Committee of the Whole 5:30 Council	22	23	24	25	26
27	28	29	30	31		